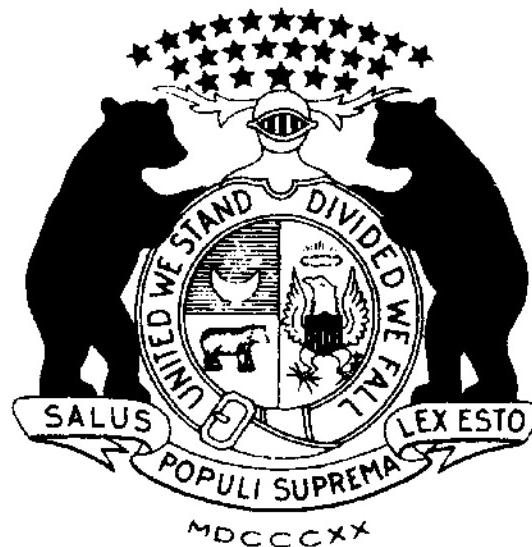


# Fiscal Year 2019 Budget Request

Office of the Secretary of State



**JOHN R. ASHCROFT  
Secretary of State**

Includes Governor's Recommendations

**Budget Summary  
Reports**

## TABLE OF CONTENTS

	Page		Page
<b>DEPARTMENT INFORMATION</b>			
Table of Contents	1	RECORDS SERVICES PROGRAMS	
Department Overview	2	Core - Federal Grants	141
State Auditor's Reports	3	Core - Local Records Preservation Grants	148
<b>OPERATING BUDGET</b>		Core - Document Preservation	155
Increase - FY19 Pay Plan	4	Core - MO State Archives - St. Louis Records Center	157
Core - All Division	11	<b>LIBRARY SERVICES</b>	
Flexibility Request Form	14	Core - State Aid	166
Increase - Wolffner Library Awareness Campaign	46	Increase - State Aid	173
<b>GRANTS &amp; PROJECTS/REFUNDS/RESTITUTION</b>		Core - REAL	181
Core - Grants & Projects	53	Increase - REAL	189
Core - Refunds	60	Core - Federal Aid for Public Libraries Core	197
Increase - Technology Trust Fund Refunds	66	Core - Library Networking Fund	205
Core - Investor Restitution	72	Core - Library Networking Fund Transfer	212
Increase - Family Trust Company	79	Increase - Library Networking Fund	218
<b>ELECTIONS DISTRIBUTIONS</b>		Increase - Library Networking Fund increase	223
Core - Election Public Notice	86	<b>SUPPLEMENTAL</b>	
Increase - Election Public notice	92	Special Elections Costs	229
Core - Elections Absentee Ballots	97		
Increase - Elections Absentee Ballots	103		
Core - Federal Election Reform	108		
Core - Election Costs Transfer	115		
Increase - Election Costs Transfer	121		
Core - Special Election Costs	127		
Core - Election Administration Improvement Transfer	134		

## **SECRETARY OF STATE'S OFFICE**

The major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal and Facilities, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the Code of State Regulations.

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Secretary of State commissions notaries public, a process which is overseen by the Commissions section. The Commissions section certifies notaries for foreign documents, elected officials and the State Registrar of Vital Statistics. The unit authenticates official acts of the Governor and maintains bonds and oaths of office for state officials. The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These entities include for profit and nonprofit corporations, and specialized business. The Secretary of State's office is the centralized office for the perfecting of personal property liens and other creditor interests under the Uniform Commercial Code (UCC). The Business Services Division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the *Safe at Home* address confidentiality program that helps protect survivors of domestic violence, rape, sexual assault or stalking through the use of a designated address.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election authorities (county clerks or election boards). Missouri has more than four million registered voters, and in the 2016 November general election, 2.8 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the referendum or the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Secretary of State's office.

The Information Technology Service Division is responsible for developing, maintaining, and monitoring the information systems within the Secretary of State's office to ensure information is functional, accessible, and secured for use by the Secretary of State's office, other state departments, counties and the general public.

The Records Services Division has three sections: Missouri State Archives, Local Records and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees MissouriDigitalHeritage.com, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

The Missouri State Library provides library and reference services to Missouri state government, provides library services to the blind and physically disabled, and promotes the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Talking Book and Braille Library serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

<b>Program or Division Name</b>	<b>Type of Report</b>	<b>Date Issued</b>	<b>Website</b>
Office of the Secretary of State July 1, 2012 to June 30, 2015	Audit	01/2016	<a href="http://app.auditor.mo.gov/Repository/Press/2016001519759.pdf">http://app.auditor.mo.gov/Repository/Press/2016001519759.pdf</a>
Office of the Secretary of State July 1, 2016 to January 9, 2017	Audit	06/2017	<a href="https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf">https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf</a>

**Operating Core**

## NEW DECISION ITEM

RANK: 2 OF 14

Department Secretary of State

Budget Unit 23140C

Division All Divisions

DI Name FY19 Pay Plan

DI# 0000012HB Section 12.055

## 1. AMOUNT OF REQUEST

## FY 2019 Budget Request

	<u>GR</u>	<u>Federal</u>	<u>Other</u>	<u>Total</u>	<u>E</u>
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

FTE 0.00 0.00 0.00 0.00**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

## FY 2019 Governor's Recommendation

	<u>GR</u>	<u>Federal</u>	<u>Other</u>	<u>Total</u>	<u>E</u>
PS	118,637	7,020	25,994	151,651	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	0	0	0	0	
<b>Total</b>	<b>118,637</b>	<b>7,020</b>	<b>25,994</b>	<b>151,651</b>	

FTE 0.00 0.00 0.00 0.00**Est. Fringe** 36,137 2,138 7,918 46,193

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds: Technology Trust Fund (0266)

Local Records Preservation Fund (0577)

Investor Education and Protection Fund (0829)

## 2. THIS REQUEST CAN BE CATEGORIZED AS:

 New Legislation New Program Fund Switch Federal Mandate Program Expansion Cost to Continue GR Pick-Up Space Request Equipment Replacement Pay Plan Other: \_\_\_\_\_

## 3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Governor's Fiscal Year 2019 budget includes appropriation authority for a \$650 pay raise for state employees making \$50,000 or less.

## NEW DECISION ITEM

RANK: 2 OF 14

Department	Secretary of State	Budget Unit	23140C
Division	All Divisions		
DI Name	FY19 Pay Plan	DI#	0000012
		HB Section	12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The appropriated amount for the Fiscal Year 19 pay plan was based on the core personal service appropriations for those making \$50,000 or less.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
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Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
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100-Salaries and Wages	118,637		7,020		25,994		151,651		0.0
Total PS	118,637	0.0	7,020	0.0	25,994	0.0	151,651	0.0	0
Grand Total	118,637	0.0	7,020	0.0	25,994	0.0	151,651	0.0	0

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SECRETARY OF STATE</b>								
Pay Plan - 0000012								
ADMINISTRATIVE ASSISTANT	0	0.00	0	0.00	0	0.00	488	0.00
REGIONAL VOTER ID REP	0	0.00	0	0.00	0	0.00	1,300	0.00
DIRECTOR OF PUBLICATIONS	0	0.00	0	0.00	0	0.00	650	0.00
LEAD SENIOR OFFICE SUPP ASST	0	0.00	0	0.00	0	0.00	650	0.00
EDITOR	0	0.00	0	0.00	0	0.00	650	0.00
OUTREACH VOTER ID SPECIALIST	0	0.00	0	0.00	0	0.00	650	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	650	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	650	0.00
PUBLICATIONS SPECIALIST	0	0.00	0	0.00	0	0.00	650	0.00
INVESTIGATOR III	0	0.00	0	0.00	0	0.00	1,300	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	0	0.00	2,600	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	0	0.00	1,300	0.00
ARCHIVIST	0	0.00	0	0.00	0	0.00	10,719	0.00
ELECTRONIC RECORDS ARCHIVIST	0	0.00	0	0.00	0	0.00	3,250	0.00
LEGAL ASSISTANT	0	0.00	0	0.00	0	0.00	650	0.00
PART-TIME OTHER	0	0.00	0	0.00	0	0.00	1,629	0.00
RECORDS CENTER SUPERVISOR	0	0.00	0	0.00	0	0.00	650	0.00
HUMAN RESOURCES MANAGER	0	0.00	0	0.00	0	0.00	650	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	0	0.00	1,950	0.00
GRANT OFFICER	0	0.00	0	0.00	0	0.00	650	0.00
COMPLIANCE EXAMINER	0	0.00	0	0.00	0	0.00	1,950	0.00
LIBRARIAN II	0	0.00	0	0.00	0	0.00	2,600	0.00
INVESTIGATOR IV	0	0.00	0	0.00	0	0.00	1,300	0.00
READER ADVISOR	0	0.00	0	0.00	0	0.00	3,900	0.00
SENIOR REFERENCE ARCHIVIST	0	0.00	0	0.00	0	0.00	650	0.00
CLERK I	0	0.00	0	0.00	0	0.00	3,250	0.00
CIRCULATION PROCESSING ASST	0	0.00	0	0.00	0	0.00	4,420	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	0	0.00	0	0.00	650	0.00
SENIOR CONSERVATOR	0	0.00	0	0.00	0	0.00	650	0.00
CONSERVATOR	0	0.00	0	0.00	0	0.00	1,950	0.00
DIRECTOR CORPORATIONS/PROJ MGR	0	0.00	0	0.00	0	0.00	650	0.00
INVESTIGATOR I	0	0.00	0	0.00	0	0.00	650	0.00

## DECISION ITEM DETAIL

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SECRETARY OF STATE</b>								
Pay Plan - 0000012								
INVESTIGATOR II	0	0.00	0	0.00	0	0.00	650	0.00
LICENSING ASSISTANT	0	0.00	0	0.00	0	0.00	650	0.00
LIBRARIAN	0	0.00	0	0.00	0	0.00	650	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	0	0.00	3,250	0.00
DIRECTOR REF SERVICES	0	0.00	0	0.00	0	0.00	650	0.00
TECHNOLOGY SUPERVISOR	0	0.00	0	0.00	0	0.00	650	0.00
ADMINISTRATIVE AIDE II	0	0.00	0	0.00	0	0.00	1,300	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	0	0.00	2,600	0.00
DEP DIRECTOR FOR PUBLIC SRVCS	0	0.00	0	0.00	0	0.00	650	0.00
SPECIALIST	0	0.00	0	0.00	0	0.00	1,300	0.00
SUPERVISOR III	0	0.00	0	0.00	0	0.00	650	0.00
TECH I	0	0.00	0	0.00	0	0.00	650	0.00
TECH II	0	0.00	0	0.00	0	0.00	25,513	0.00
TECH III	0	0.00	0	0.00	0	0.00	19,507	0.00
MANAGING EDITOR	0	0.00	0	0.00	0	0.00	650	0.00
ACCOUNTANT I	0	0.00	0	0.00	0	0.00	650	0.00
SUPERVISOR IV	0	0.00	0	0.00	0	0.00	2,600	0.00
ASSOCIATE EDITOR	0	0.00	0	0.00	0	0.00	650	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	0	0.00	650	0.00
TECH IV	0	0.00	0	0.00	0	0.00	1,300	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	0	0.00	3,900	0.00
SECURITIES OFFICE MANAGER	0	0.00	0	0.00	0	0.00	650	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	0	0.00	650	0.00
RECEPTIONIST II	0	0.00	0	0.00	0	0.00	650	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	0	0.00	650	0.00
GRAPHIC ARTS SPECIALIST I	0	0.00	0	0.00	0	0.00	650	0.00
DIRECTOR OF INV PRO & ED	0	0.00	0	0.00	0	0.00	650	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	0	0.00	650	0.00
LEGAL COUNSEL	0	0.00	0	0.00	0	0.00	1,300	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	0	0.00	650	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	0	0.00	0	0.00	0	0.00	650	0.00
HISTORICAL EDUCATOR	0	0.00	0	0.00	0	0.00	650	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
Pay Plan - 0000012								
SUPERVISING ARCHIVIST	0	0.00	0	0.00	0	0.00	650	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	0	0.00	2,600	0.00
MCVR ADMINISTRATOR	0	0.00	0	0.00	0	0.00	650	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	0	0.00	650	0.00
PROGRAM MANAGER	0	0.00	0	0.00	0	0.00	650	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	0	0.00	650	0.00
COMMUNICATION/PUBLICATION ASST	0	0.00	0	0.00	0	0.00	650	0.00
ACCOUNTING ANALYST II	0	0.00	0	0.00	0	0.00	1,300	0.00
PROGRAM SPECIALIST	0	0.00	0	0.00	0	0.00	650	0.00
PARALEGAL	0	0.00	0	0.00	0	0.00	650	0.00
SECURITIES ENFORCEMENT COUNSEL	0	0.00	0	0.00	0	0.00	3,575	0.00
ELECTIONS SUPPORT ASSISTANT	0	0.00	0	0.00	0	0.00	650	0.00
SENIOR COMPLIANCE EXAMINER	0	0.00	0	0.00	0	0.00	650	0.00
MANAGER OF VULNERABLE CITIZENS	0	0.00	0	0.00	0	0.00	650	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	0	0.00	1,300	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	0	0.00	650	0.00
COMMUNICATIONS ASST	0	0.00	0	0.00	0	0.00	650	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	0	0.00	0	0.00	0	0.00	650	0.00
PERSONNEL ANALYST	0	0.00	0	0.00	0	0.00	650	0.00
PROCUREMENT OFFICER II	0	0.00	0	0.00	0	0.00	650	0.00
LEGISLATIVE LIAISON	0	0.00	0	0.00	0	0.00	650	0.00
DIR OF GOV AFFAIRS/POLICY	0	0.00	0	0.00	0	0.00	650	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>151,651</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$151,651</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$118,637	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$7,020	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$25,994	0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SECRETARY OF STATE</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	7,436,496	182.67	7,603,512	205.76	7,603,512	205.76	7,603,512	205.76	205.76
ELECTION ADMIN IMPROVEMENT	138,836	3.49	278,713	6.00	278,713	6.00	278,713	6.00	6.00
SEC OF STATE-FEDERAL FUNDS	138,454	4.31	254,066	6.80	254,066	6.80	254,066	6.80	6.80
SEC OF ST TECHNOLOGY TRUST	223,905	4.30	376,017	8.00	376,017	8.00	376,017	8.00	8.00
LOCAL RECORDS PRESERVATION	470,309	11.66	1,030,039	25.24	1,030,039	25.24	1,030,039	25.24	25.24
INVESTOR EDUC & PROTECTION	394,207	7.71	795,242	17.50	795,242	17.50	795,242	17.50	17.50
TOTAL - PS	8,802,207	214.14	10,337,589	269.30	10,337,589	269.30	10,337,589	269.30	269.30
EXPENSE & EQUIPMENT									
GENERAL REVENUE	1,309,298	0.00	2,830,225	0.00	2,080,225	0.00	2,080,225	0.00	0.00
ELECTION ADMIN IMPROVEMENT	0	0.00	1,500,000	0.00	0	0.00	0	0.00	0.00
SEC OF STATE-FEDERAL FUNDS	73,607	0.00	227,574	0.00	227,574	0.00	227,574	0.00	0.00
SEC OF ST TECHNOLOGY TRUST	2,377,067	0.00	3,161,180	0.00	3,161,180	0.00	3,161,180	0.00	0.00
LOCAL RECORDS PRESERVATION	131,588	0.00	319,969	0.00	319,969	0.00	319,969	0.00	0.00
INVESTOR EDUC & PROTECTION	128,607	0.00	947,964	0.00	947,964	0.00	947,964	0.00	0.00
SEC OF ST-WOLFNER LIBRARY	29,583	0.00	30,000	0.00	30,000	0.00	30,000	0.00	0.00
TOTAL - EE	4,049,750	0.00	9,016,912	0.00	6,766,912	0.00	6,766,912	0.00	0.00
PROGRAM-SPECIFIC									
GENERAL REVENUE	43,452	0.00	45,001	0.00	45,001	0.00	45,001	0.00	0.00
TOTAL - PD	43,452	0.00	45,001	0.00	45,001	0.00	45,001	0.00	0.00
<b>TOTAL</b>	<b>12,895,409</b>	<b>214.14</b>	<b>19,399,502</b>	<b>269.30</b>	<b>17,149,502</b>	<b>269.30</b>	<b>17,149,502</b>	<b>269.30</b>	<b>269.30</b>
<b>Pay Plan - 0000012</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	118,637	0.00	0.00
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	0	0.00	2,600	0.00	0.00
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	0	0.00	4,420	0.00	0.00
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	0	0.00	2,600	0.00	0.00
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	0	0.00	15,269	0.00	0.00
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	0	0.00	8,125	0.00	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	151,651	0.00	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>151,651</b>	<b>0.00</b>	<b>0.00</b>

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im\_disummary

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SECRETARY OF STATE</b>									
Wolfner Library Awareness - 1231008									
EXPENSE & EQUIPMENT									
SEC OF ST-WOLFNER LIBRARY		0	0.00	0	0.00	54,500	0.00	54,500	0.00
TOTAL - EE		0	0.00	0	0.00	54,500	0.00	54,500	0.00
<b>TOTAL</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>54,500</b>	<b>0.00</b>	<b>54,500</b>	<b>0.00</b>
<b>GRAND TOTAL</b>		<b>\$12,895,409</b>	<b>214.14</b>	<b>\$19,399,502</b>	<b>269.30</b>	<b>\$17,204,002</b>	<b>269.30</b>	<b>\$17,355,653</b>	<b>269.30</b>

CORE DECISION ITEM												
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23140C							
<b>Division</b>	All Divisions - See Program Descriptions			<b>HB Section</b>	12.055							
<b>Core</b>	Operating Core											
<b>1. CORE FINANCIAL SUMMARY</b>												
	<b>FY 2019 Budget Request</b>			<b>FY 2019 Governor's Recommendation</b>								
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>GR</b>	<b>Fed</b>	<b>Other</b>						
<b>PS</b>	7,603,512	532,779	2,201,298	10,337,589	7,603,512	532,779						
<b>EE</b>	2,080,225	227,574	4,459,113	6,766,912	2,080,225	227,574						
<b>PSD</b>	45,001	0	0	45,001	45,001	0						
<b>TRF</b>	0	0	0	0	0	0						
<b>Total</b>	<b>9,728,738</b>	<b>760,353</b>	<b>6,660,411</b>	<b>17,149,502</b>	<b>9,728,738</b>	<b>760,353</b>						
<b>FTE</b>	<b>205.76</b>	<b>12.80</b>	<b>50.74</b>	<b>269.30</b>	<b>205.76</b>	<b>12.80</b>						
<b>Est. Fringe</b>	<b>2,075,759</b>	<b>145,449</b>	<b>600,954</b>	<b>2,822,162</b>	<b>Est. Fringe</b>	<b>2,075,759</b>						
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.												
Other Funds:	Technology Trust Fund (0266) - 28.160 RSMo Local Records (0577) - 59.319 RSMo Investor Education & Protection (0829) - 409.006.601 RSMo Wolfner Library Trust Fund (0928) - 181.150 RSMo											
	Other Funds: Technology Trust Fund (0266) - 28.160 RSMo Local Records (0577) - 59.319 RSMo Investor Education & Protection (0829) - 409.006.601 RSMo Wolfner Library Trust Fund (0928) - 181.150 RSMo											
<b>2. CORE DESCRIPTION</b>												
This core represents all operating expenses for the Secretary of State of the nine separate divisions: Administrative Services, Executive Services, Elections, Record Services, Administrative Rules, Securities, Business Services, Information Technology Services, and Library Services.												
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>												
Administrative Services - Fiscal, Central Services, Human Resources, and Publications Executive Services - Executive, Legal Staff, and Communications Elections Record Services - Archives, Records Management, and Local Records Administrative Rules Securities Business Services Information Technology Services Library Services - Administration, Library Reference, Library Development, and Wolfner												

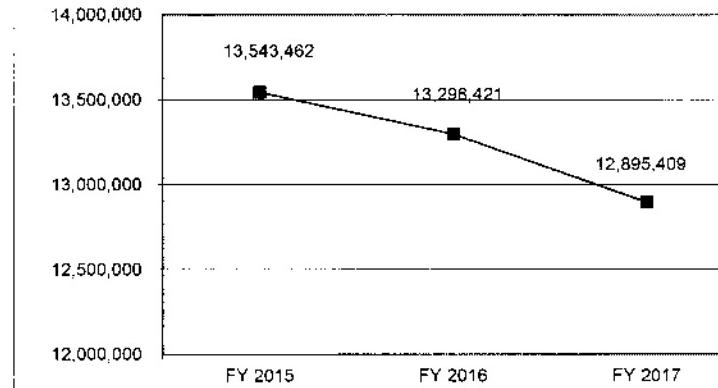
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Divisions - See Program Descriptions		
<b>Core</b>	Operating Core	<b>HB Section</b>	12.055

**4. FINANCIAL HISTORY**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	16,884,023	15,587,195	15,649,502	19,399,502
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	16,884,023	15,587,195	15,649,502	N/A
Actual Expenditures (All Funds)	13,543,462	13,298,421	12,895,409	N/A
Unexpended (All Funds)	3,340,561	2,288,774	2,754,093	N/A
Unexpended, by Fund:				
General Revenue	55,497	47,175	189,492	N/A
Federal	395,218	236,869	409,456	N/A
Other	2,889,846	2,004,730	2,155,145	N/A

**Actual Expenditures (All Funds)**



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

FY15 to FY16 appropriation was reduced by \$1,111,300 in expense and equipment; increased by \$54,050 Cost to Continue pay increase; and reduced by the elimination of a Surplus Revenue fund (\$79,900), and a Document Preservation grant (\$159,678).

FY16 to FY17 appropriation was decreased by \$83,283 in E & E, and increased in PS by \$145,590.

FY17 to FY18 appropriation was increased by \$3,750,000. \$1,500,000 GR was requested for photo ID implementation, an additional \$1,500,000 in federal appropriation was appropriated; however, it was not requested by the agency and was unfunded, and \$750,000 to was requested to restore the Tech Fund E & E to FY15 level.

The FY19 request includes a core reduction request of \$2,250,000. This is to reduce the increase received in the federal fund in FY18 of \$1,500,000 and also to reduce the GR increase received in FY18 down to \$750,000 for continuation of photo ID implementation.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE**  
**SECRETARY OF STATE**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	269.30	7,603,512	532,779	2,201,298	10,337,589	
	EE	0.00	2,830,225	1,727,574	4,459,113	9,016,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>269.30</b>	<b>10,478,738</b>	<b>2,260,353</b>	<b>6,660,411</b>	<b>19,399,502</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	57 0077	EE	0.00	(750,000)	0	0	(750,000)
Core Reduction	57 3962	EE	0.00	0	(1,500,000)	0	(1,500,000)
Core Reallocation	1 0073	PS	0.00	0	0	0	0
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>(750,000)</b>	<b>(1,500,000)</b>	<b>0</b>	<b>(2,250,000)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	PS	269.30	7,603,512	532,779	2,201,298	10,337,589	
	EE	0.00	2,080,225	227,574	4,459,113	6,766,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>269.30</b>	<b>9,728,738</b>	<b>760,353</b>	<b>6,660,411</b>	<b>17,149,502</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	269.30	7,603,512	532,779	2,201,298	10,337,589	
	EE	0.00	2,080,225	227,574	4,459,113	6,766,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>269.30</b>	<b>9,728,738</b>	<b>760,353</b>	<b>6,660,411</b>	<b>17,149,502</b>	

## FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State																																																																														
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions																																																																														
<p><b>1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.</b></p>																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">100%</td> <td style="width: 10%;">Fund</td> <td style="width: 10%;">0101</td> <td style="width: 10%;">0073</td> <td style="width: 40%;">Personal Service</td> <td style="width: 10%; text-align: right;">\$ 7,603,512</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0101</td> <td>0077</td> <td>Expense and Equipment</td> <td style="text-align: right;">2,125,226</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0157</td> <td>4490</td> <td>Personal Service</td> <td style="text-align: right;">278,713</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0195</td> <td>4193</td> <td>Personal Service</td> <td style="text-align: right;">254,066</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0195</td> <td>4194</td> <td>Expense and Equipment</td> <td style="text-align: right;">227,574</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0266</td> <td>2221</td> <td>Personal Service</td> <td style="text-align: right;">376,017</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0266</td> <td>2222</td> <td>Expense and Equipment</td> <td style="text-align: right;">3,161,180</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0577</td> <td>9491</td> <td>Personal Service</td> <td style="text-align: right;">1,030,039</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0577</td> <td>9492</td> <td>Expense and Equipment</td> <td style="text-align: right;">319,969</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0829</td> <td>5532</td> <td>Personal Service</td> <td style="text-align: right;">795,242</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0829</td> <td>5533</td> <td>Expense and Equipment</td> <td style="text-align: right;">947,964</td> </tr> <tr> <td>100%</td> <td>Fund</td> <td>0928</td> <td>4195</td> <td>Expense and Equipment</td> <td style="text-align: right; border-top: none;">30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td style="text-align: right; border-top: none; border-bottom: 3px double black;">\$17,149,502</td> </tr> </table>		100%	Fund	0101	0073	Personal Service	\$ 7,603,512	100%	Fund	0101	0077	Expense and Equipment	2,125,226	100%	Fund	0157	4490	Personal Service	278,713	100%	Fund	0195	4193	Personal Service	254,066	100%	Fund	0195	4194	Expense and Equipment	227,574	100%	Fund	0266	2221	Personal Service	376,017	100%	Fund	0266	2222	Expense and Equipment	3,161,180	100%	Fund	0577	9491	Personal Service	1,030,039	100%	Fund	0577	9492	Expense and Equipment	319,969	100%	Fund	0829	5532	Personal Service	795,242	100%	Fund	0829	5533	Expense and Equipment	947,964	100%	Fund	0928	4195	Expense and Equipment	30,000					Total	\$17,149,502
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<b>Section</b>	<b>PS or EE</b>	<b>Core</b>	<b>% Flex Requested</b>	<b>Flex Request Amount</b>																																																																											
HB 12.025	PS	\$10,337,589	100%	\$10,337,589																																																																											
HB 12.025	E & E	\$6,811,913	100%	\$6,811,913																																																																											
	Total			<b>\$17,149,502</b>																																																																											

**FLEXIBILITY REQUEST FORM**

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	\$200,000

**3. Please explain how flexibility was used in the prior and/or current years.**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
The flexibility option was not used in Fiscal Year 2017.	Unknown at this time

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECRETARY OF STATE	107,746	1.00	107,746	1.00	107,746	1.00	107,746	1.00
ADMINISTRATIVE ASSISTANT	0	0.00	0	0.00	20,401	0.75	20,401	0.75
REGIONAL VOTER ID REP	2,750	0.08	0	0.00	70,986	2.00	70,986	2.00
DIR LEGISLATIVE & GOV AFFAIRS	37,708	0.67	56,102	1.00	0	0.00	0	0.00
PERSONNEL OFFICER	3,205	0.08	0	0.00	0	0.00	0	0.00
EDITOR IN CHIEF	4,530	0.08	0	0.00	55,028	1.00	55,028	1.00
DIRECTOR OF PUBLICATIONS	52,997	1.00	53,040	1.00	53,040	1.00	53,040	1.00
ELECTIONS COUNSEL	9,329	0.14	65,282	1.00	0	0.00	0	0.00
LOCAL RECORDS DIRECTOR	58,978	1.00	57,695	1.00	61,695	1.00	61,695	1.00
COMMISSIONER OF SECURITIES	87,224	0.89	98,124	1.00	98,124	1.00	98,124	1.00
DIRECTOR OF BUS SERVICES	77,098	0.99	88,420	1.00	78,420	1.00	78,420	1.00
DIR OF AD RULES/SEN CNSL	80,120	0.88	91,128	1.00	0	0.00	0	0.00
RECORDS MANAGEMENT DIRECTOR	52,630	1.01	56,539	1.00	56,539	1.00	56,539	1.00
LEAD SENIOR OFFICE SUPP ASST	31,007	1.00	31,032	1.00	31,032	1.00	31,032	1.00
EXECUTIVE SECRETARY	59,829	1.06	56,652	1.00	56,652	1.00	56,652	1.00
EDITOR	37,478	1.00	37,626	1.00	35,126	1.00	35,126	1.00
DR OF REC SRV AND ST ARCHIVIST	91,054	1.00	91,128	1.00	91,128	1.00	91,128	1.00
ASSISTANT STATE ARCHIVIST	58,848	1.00	58,903	1.00	58,903	1.00	58,903	1.00
RECORDS ANALYST	1,406	0.04	0	0.00	0	0.00	0	0.00
OUTREACH VOTER ID SPECIALIST	39,112	0.96	45,704	1.00	31,500	1.00	31,500	1.00
DIRECTOR OF INFORMATION TECH	38,652	0.48	79,425	1.00	79,425	1.00	79,425	1.00
PROJECT TECHNICIAN	24,340	1.00	24,360	1.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	26,319	1.00	26,340	1.00	26,340	1.00	26,340	1.00
SR OFC SUPPORT ASST (KEYBRD)	89,447	3.00	108,878	4.00	29,016	1.00	29,016	1.00
ASSISTANT EDITOR	30,265	0.96	31,608	1.00	0	0.00	0	0.00
PUBLICATIONS SPECIALIST	1,480	0.04	0	0.00	35,776	1.00	35,776	1.00
INVESTIGATOR III	80,310	2.00	80,368	2.00	80,368	2.00	80,368	2.00
COMPUTER INFO TECH II	116,382	2.79	237,849	7.00	133,395	4.00	133,395	4.00
COMPUTER INFO TECH III	157,773	3.45	94,524	2.00	93,048	2.00	93,048	2.00
ARCHIVIST	524,295	13.38	650,475	16.40	646,475	16.49	646,475	16.49
ELECTRONIC RECORDS ARCHIVIST	110,275	2.71	169,317	5.00	203,191	5.00	203,191	5.00
LEGAL ASSISTANT	3,539	0.10	0	0.00	38,808	1.00	38,808	1.00

## DECISION ITEM DETAIL

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
PART-TIME SUMMER	20,001	0.95	45,760	2.00	0	0.00	0	0.00
PART-TIME OTHER	42,023	1.80	17,024	0.75	57,064	2.50	57,064	2.50
RECORDS CENTER SUPERVISOR	36,894	1.00	42,648	1.25	42,648	1.00	42,648	1.00
ADMINISTRATIVE AIDE I	26,451	0.96	27,624	1.00	0	0.00	0	0.00
HUMAN RESOURCES MANAGER	45,078	0.92	49,176	1.00	49,176	1.00	49,176	1.00
GEN. COUNSEL/EXEC DEP SOS	79,011	0.72	109,956	1.00	0	0.00	0	0.00
DIRECTOR-FIELD OPERATIONS	99,542	2.07	145,212	3.00	145,212	3.00	145,212	3.00
GRANT OFFICER	44,123	0.98	47,001	1.00	43,721	1.00	43,721	1.00
COMP INFO TECH SUPERVISOR I	39,921	0.69	57,996	1.00	0	0.00	0	0.00
COMPLIANCE EXAMINER	102,115	2.73	207,495	5.00	125,562	3.00	125,562	3.00
LIBRARIAN II	115,290	2.91	119,124	3.00	161,332	4.00	161,332	4.00
INVESTIGATOR IV	86,110	2.00	87,453	2.00	87,453	2.00	87,453	2.00
STATE LIBRARIAN	91,054	1.00	91,128	1.00	80,000	1.00	80,000	1.00
READER ADVISOR	169,082	5.61	181,200	9.60	209,712	6.00	209,712	6.00
SENIOR REFERENCE ARCHIVIST	17,790	0.42	42,779	1.00	42,779	1.00	42,779	1.00
CLERK I	166,574	6.63	214,036	8.50	136,248	5.00	136,248	5.00
DIR OF FISCAL & FACILITIES	65,921	0.72	91,128	1.00	0	0.00	0	0.00
CIRCULATION PROCESSING ASST	30,808	1.19	0	0.00	181,191	6.80	181,191	6.80
COMPOSING EQUIPMENT OPER II	31,863	0.96	33,276	1.00	0	0.00	0	0.00
PT OTHER-RESEARCH ANALYST I	18,609	0.76	13,659	0.80	12,857	1.00	12,857	1.00
SENIOR CONSERVATOR	44,281	0.97	46,068	1.00	46,068	1.00	46,068	1.00
CONSERVATOR	79,693	2.01	117,630	3.00	117,630	3.00	117,630	3.00
DIRECTOR CORPORATIONS/PROJ MGR	0	0.00	65,276	1.00	54,080	1.00	54,080	1.00
INVESTIGATOR I	11,648	0.33	34,344	1.00	34,344	1.00	34,344	1.00
INVESTIGATOR II	27,880	0.72	38,232	1.00	38,232	1.00	38,232	1.00
SECURITIES COUNSEL	58,268	0.88	69,360	1.00	61,320	1.00	61,320	1.00
LICENSING ASSISTANT	0	0.00	32,688	1.00	32,688	1.00	32,688	1.00
LIBRARIAN	38,273	1.01	79,350	2.00	38,304	1.00	38,304	1.00
COMPUTER INFO TECH SPEC I	307,901	4.83	258,600	6.00	426,724	7.00	426,724	7.00
DIRECTOR LIBRARY DEV	62,505	1.00	62,556	1.00	62,556	1.00	62,556	1.00
LIBRARY CONSULTANT	161,202	3.71	174,240	4.50	217,800	5.00	217,800	5.00
DIRECTOR REF SERVICES	54,232	1.00	54,276	1.00	54,276	1.00	54,276	1.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
TECHNOLOGY SUPERVISOR	0	0.00	0	0.00	43,560	1.00	43,560	1.00
ADMINISTRATIVE AIDE II	30,202	1.04	29,021	1.00	58,345	2.00	58,345	2.00
ADMINISTRATIVE AIDE III	145,192	4.59	158,739	5.00	124,944	4.00	124,944	4.00
DEP DIRECTOR FOR PUBLIC SRVCS	46,954	1.01	46,995	1.00	46,995	1.00	46,995	1.00
DIRECTOR-WOLFNER LIBRARY	55,911	1.00	55,961	1.00	55,961	1.00	55,961	1.00
COMP INFO TECH IV	44,172	0.75	55,368	1.00	58,896	1.00	58,896	1.00
SPECIALIST	131,900	3.45	117,784	3.00	76,596	2.00	76,596	2.00
SUPERVISOR I	0	0.00	31,608	1.00	0	0.00	0	0.00
SUPERVISOR II	35,012	1.00	35,043	1.00	0	0.00	0	0.00
SUPERVISOR III	0	0.00	0	0.00	35,936	1.00	35,936	1.00
TECH I	69,310	2.59	82,648	3.00	27,297	1.00	27,297	1.00
TECH II	549,345	19.63	715,366	31.00	904,394	39.25	904,394	39.25
TECH III	660,853	22.14	625,928	24.00	794,111	30.01	794,111	30.01
MANAGING EDITOR	42,287	0.96	44,352	1.00	40,652	1.00	40,652	1.00
ACCOUNTANT I	33,249	1.00	33,281	1.00	33,281	1.00	33,281	1.00
SUPERVISOR IV	157,629	3.86	163,452	4.00	158,452	4.00	158,452	4.00
ASSOCIATE EDITOR	32,710	1.00	32,688	1.00	34,688	1.00	34,688	1.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	32,416	1.00	32,416	1.00
COMPUTER INFO TECH SPEC II	0	0.00	62,316	1.00	0	0.00	0	0.00
TECH IV	68,273	2.00	68,328	2.00	68,328	2.00	68,328	2.00
SPECIAL COUNSEL	0	0.00	61,812	1.00	61,812	1.00	61,812	1.00
RESEARCH ANALYST I	148,553	4.63	218,365	7.00	205,508	6.00	205,508	6.00
SECURITIES OFFICE MANAGER	49,478	1.07	41,212	1.00	53,004	1.00	53,004	1.00
SENIOR RECORDS ANALYST	38,698	0.96	40,380	1.00	40,380	1.00	40,380	1.00
COMMUNICATIONS DIRECTOR	33,331	0.63	66,611	1.00	68,111	1.00	68,111	1.00
POLICY/COMMUNICATIONS ASST	17,751	0.58	62,184	2.00	0	0.00	0	0.00
RECEPTIONIST II	42,234	1.19	35,643	1.00	35,643	1.00	35,643	1.00
GRAPHIC ARTS SPECIALIST II	36,247	1.00	36,276	1.00	36,276	1.00	36,276	1.00
GRAPHIC ARTS SPECIALIST I	3,590	0.12	0	0.00	31,608	1.00	31,608	1.00
CHIEF OF STAFF	58,526	0.63	93,168	1.00	0	0.00	0	0.00
DIRECTOR OF INV PRO & ED	16,020	0.38	42,708	1.00	42,708	1.00	42,708	1.00
DIRECTOR OF ENFORCEMENT	73,033	0.92	87,051	1.00	68,413	1.00	68,413	1.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
DIRECTOR OF EXAMINATIONS	39,486	0.54	72,636	1.00	72,636	1.00	72,636	1.00
DIR REGISTRATION AND SEN CNSL	42,889	0.71	61,320	1.00	0	0.00	0	0.00
DEP DIR OF BUSINESS SERVICES	25,355	0.38	55,594	1.00	60,594	1.00	60,594	1.00
DEP DIR OF GOV & BUS RELATION	23,865	0.59	40,801	1.00	0	0.00	0	0.00
PRINC ASST FOR BOARDS & COMMS	39,676	1.00	39,707	1.00	39,707	1.00	39,707	1.00
LEGAL COUNSEL	34,396	0.61	106,128	2.00	92,179	2.00	92,179	2.00
SECURITIES SPECIALIST	22,897	0.71	31,812	1.00	31,812	1.00	31,812	1.00
CHIEF COUNSEL	63,025	1.01	61,320	1.00	66,000	1.00	66,000	1.00
ELECTIONS OPERATIONS ADMIN	30,963	0.64	45,719	1.00	0	0.00	0	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	50,071	1.00	50,111	1.00	50,111	1.00	50,111	1.00
HISTORICAL EDUCATOR	38,273	1.00	38,304	1.00	38,304	1.00	38,304	1.00
SUPERVISING ARCHIVIST	41,966	1.01	42,192	1.00	42,192	1.00	42,192	1.00
ELECTIONS SPECIALIST	110,973	2.94	113,930	3.00	152,082	4.00	152,082	4.00
MCVR ELECTIONS SPECIALIST I	28,581	0.76	38,152	1.00	0	0.00	0	0.00
MCVR ADMINISTRATOR	45,671	1.01	45,704	1.00	45,704	1.00	45,704	1.00
STATISTICAL RESEARCH ANALYST	12,216	0.29	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH MANAGER I	44,124	0.63	71,088	1.00	60,000	1.00	60,000	1.00
ACCOUNTING SPECIALIST II	45,155	1.00	56,417	1.00	45,417	1.00	45,417	1.00
DEP. DIR. OF COMMUNICATIONS	8,824	0.23	38,328	1.00	0	0.00	0	0.00
PROGRAM MANAGER	54,232	1.00	54,276	1.00	54,276	1.00	54,276	1.00
IMAGING SERVICES MANAGER	42,745	1.00	42,779	1.00	42,779	1.00	42,779	1.00
COMMUNICATION/PUBLICATION ASST	22,796	0.73	31,608	1.00	31,608	1.00	31,608	1.00
SPECIAL ASSISTANT	21,062	0.49	42,780	1.00	0	0.00	0	0.00
ACCOUNTING ANALYST II	86,306	2.00	86,376	2.00	86,376	2.00	86,376	2.00
DEPUTY COUNSEL	14,180	0.14	40,345	1.00	0	0.00	0	0.00
PROGRAM SPECIALIST	30,551	1.00	30,576	1.00	30,576	1.00	30,576	1.00
PARALEGAL	33,958	0.94	36,924	1.00	36,924	1.00	36,924	1.00
DIR. OF CONSTITUENT SERVICES	29,475	0.67	43,860	1.00	0	0.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	86,626	1.89	158,066	5.50	158,066	5.50	158,066	5.50
ELECTIONS SUPPORT ASSISTANT	8,700	0.25	0	0.00	34,795	1.00	34,795	1.00
SENIOR COMPLIANCE EXAMINER	38,852	0.88	44,309	1.00	44,309	1.00	44,309	1.00
MANAGER OF VULNERABLE CITIZENS	49,926	0.99	49,968	1.00	51,630	1.00	51,630	1.00

## DECISION ITEM DETAIL

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
CENTRAL SERVICES TECHNICIAN	66,186	2.00	66,243	2.00	66,243	2.00	66,243	2.00
CENTRAL SERVICES SUPERVISOR	40,539	1.00	40,576	1.00	40,576	1.00	40,576	1.00
DIR OF FISCAL/HR/FACILITIES	79,951	1.00	80,016	1.00	80,016	1.00	80,016	1.00
COMMUNICATIONS ASST	2,616	0.09	0	0.00	30,328	1.00	30,328	1.00
YOUTH SVS LIBRARIAN/CONSULTANT	39,676	1.00	0	0.00	40,596	1.00	40,596	1.00
PERSONNEL ANALYST	40,126	1.00	41,340	1.00	41,340	1.00	41,340	1.00
DIRECTOR OF ELECTIONS	112,511	1.40	98,988	1.00	125,205	2.00	125,205	2.00
SENIOR LEGAL COUNSEL	11,667	0.17	0	0.00	70,002	1.00	70,002	1.00
PROCUREMENT OFFICER II	40,383	1.00	40,448	1.00	40,448	1.00	40,448	1.00
DEPUTY GENERAL COUNSEL	18,245	0.24	0	0.00	0	0.00	0	0.00
LEGISLATIVE LIAISON	16,548	0.44	0	0.00	38,004	1.00	38,004	1.00
GENERAL COUNSEL	42,236	0.44	0	0.00	97,002	1.00	97,002	1.00
DIR OF GOV AFFAIRS/POLICY	20,466	0.44	0	0.00	47,602	1.00	47,602	1.00
EXEC DEPUTY SOS/CHIEF OF STAFF	43,543	0.44	0	0.00	102,528	1.00	102,528	1.00
DEPUTY CHIEF OF STAFF	34,835	0.44	0	0.00	80,168	1.00	80,168	1.00
DIR OF COMM & PUBLICATIONS	29,283	0.43	0	0.00	0	0.00	0	0.00
INTERIM LEAD	4,852	0.17	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>8,802,207</b>	<b>214.14</b>	<b>10,337,589</b>	<b>269.30</b>	<b>10,337,589</b>	<b>269.30</b>	<b>10,337,589</b>	<b>269.30</b>
TRAVEL, IN-STATE	36,441	0.00	104,154	0.00	104,154	0.00	104,154	0.00
TRAVEL, OUT-OF-STATE	18,231	0.00	26,834	0.00	26,834	0.00	26,834	0.00
FUEL & UTILITIES	0	0.00	5	0.00	5	0.00	5	0.00
SUPPLIES	557,237	0.00	1,993,737	0.00	993,729	0.00	993,729	0.00
PROFESSIONAL DEVELOPMENT	56,114	0.00	140,790	0.00	140,790	0.00	140,790	0.00
COMMUNICATION SERV & SUPP	121,477	0.00	265,222	0.00	265,223	0.00	265,223	0.00
PROFESSIONAL SERVICES	501,275	0.00	2,817,821	0.00	1,567,821	0.00	1,567,821	0.00
HOUSEKEEPING & JANITORIAL SERV	4,800	0.00	3,875	0.00	3,875	0.00	3,875	0.00
M&R SERVICES	1,483,902	0.00	2,172,080	0.00	2,172,081	0.00	2,172,081	0.00
COMPUTER EQUIPMENT	935,882	0.00	985,310	0.00	985,311	0.00	985,311	0.00
MOTORIZED EQUIPMENT	36,861	0.00	47,436	0.00	47,436	0.00	47,436	0.00
OFFICE EQUIPMENT	28,411	0.00	107,514	0.00	107,515	0.00	107,515	0.00
OTHER EQUIPMENT	166,029	0.00	144,858	0.00	144,859	0.00	144,859	0.00
PROPERTY & IMPROVEMENTS	13,306	0.00	58,023	0.00	58,024	0.00	58,024	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
BUILDING LEASE PAYMENTS	85,222	0.00	70,342	0.00	70,342	0.00	70,342	0.00
EQUIPMENT RENTALS & LEASES	1,956	0.00	48,850	0.00	48,851	0.00	48,851	0.00
MISCELLANEOUS EXPENSES	2,606	0.00	30,061	0.00	30,062	0.00	30,062	0.00
<b>TOTAL - EE</b>	<b>4,049,750</b>	<b>0.00</b>	<b>9,016,912</b>	<b>0.00</b>	<b>6,766,912</b>	<b>0.00</b>	<b>6,766,912</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	43,452	0.00	45,001	0.00	45,001	0.00	45,001	0.00
<b>TOTAL - PD</b>	<b>43,452</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$12,895,409</b>	<b>214.14</b>	<b>\$19,399,502</b>	<b>269.30</b>	<b>\$17,149,502</b>	<b>269.30</b>	<b>\$17,149,502</b>	<b>269.30</b>
GENERAL REVENUE	\$8,789,246	182.67	\$10,478,738	205.76	\$9,728,738	205.76	\$9,728,738	205.76
FEDERAL FUNDS	\$350,897	7.80	\$2,260,353	12.80	\$760,353	12.80	\$760,353	12.80
OTHER FUNDS	\$3,755,266	23.67	\$6,660,411	50.74	\$6,660,411	50.74	\$6,660,411	50.74

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Administrative Services		
<b>Program is found in the following core budget(s)</b> Operating Core		

**1. What does this program do?**

This core request is to allow continued service to the agency for staffing and expenditures associated with fiscal, human resources, facilities, publications, and central services.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Financial and Procurement authority is derived from Chapter 33 and 34, RSMo, and the agreements entered into between this office and the Office of Administration.

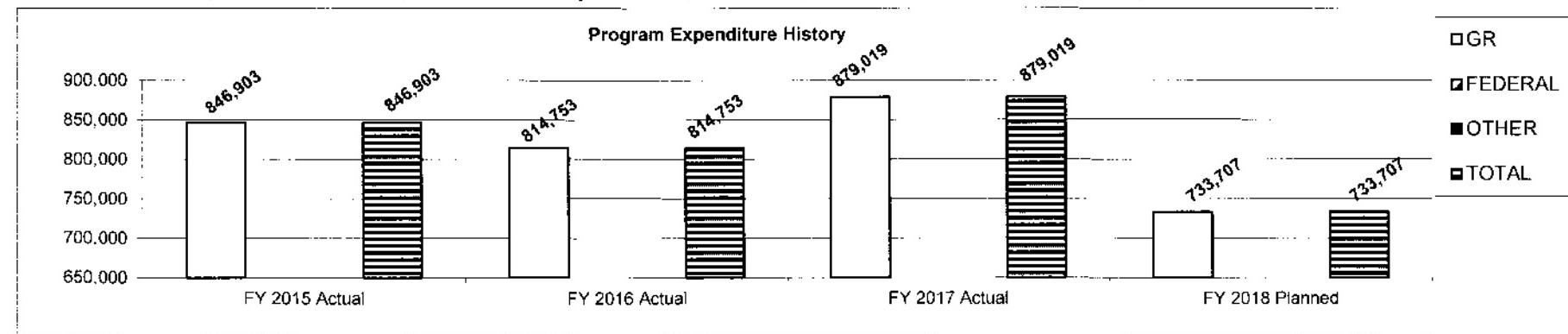
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

PROGRAM DESCRIPTION		
<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Administrative Services		
<b>Program is found in the following core budget(s)</b> Operating Core		
<p><b>7a. Provide an effectiveness measure.</b></p> <p>Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, publications, human resources, and fleet management at the current level for the Office of the Secretary of State would not be possible.</p>		
<p><b>7b. Provide an efficiency measure.</b></p> <p>The process of ordering and distributing office supplies is centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also, five employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to these employees.</p>		
<p><b>7c. Provide the number of clients/individuals served, if applicable.</b></p> <p>The Administrative Services Division not only provides support to all the staff of the SOS, they also provide support to all grant recipients, such as the local libraries and local election authorities.</p>		
<p><b>7d. Provide a customer satisfaction measure, if available.</b></p> <p>Average invoice turn-around time is 14 days or less from date of invoice to payment, depending upon whether federal funds are involved and a drawdown is required before payment may issue. The mail is delivered on time, the storeroom is stocked to address agency-wide needs, and the fleet is safely maintained and scheduled.</p>		

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Executive Services		
<b>Program is found in the following core budget(s)</b> Operating Core		

**1. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of Agency programs and the productive coordination of the various divisions. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes are:

- 1) Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.
- 2) Enhance information access for governmental and constituent customers.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

N/A

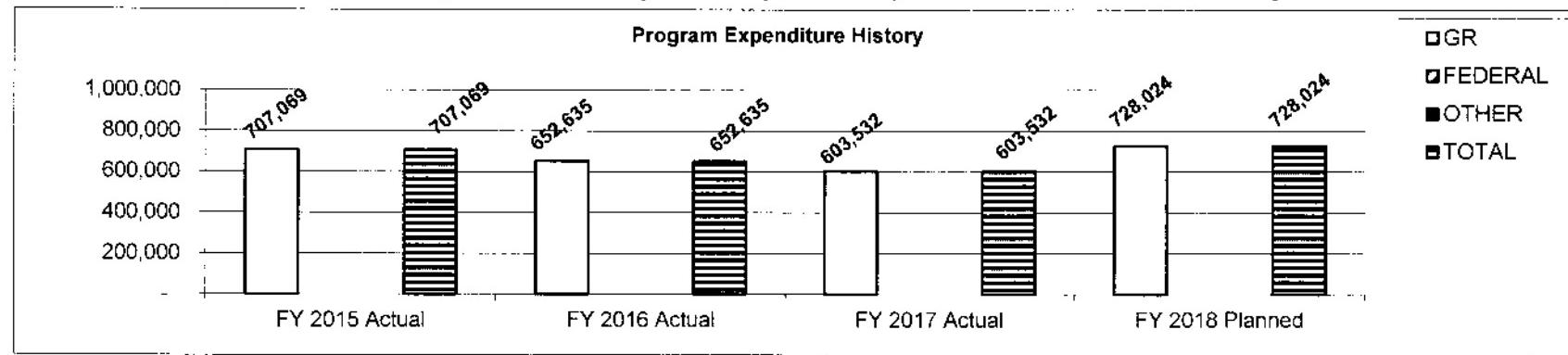
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION		
<b>Department</b>	Secretary of State	<b>HB Section(s)</b>
<b>Program Name</b>	Executive Services	12.055
<b>Program is found in the following core budget(s)</b> Operating Core		
6.	What are the sources of the "Other" funds?	
7a.	Provide an effectiveness measure.	
7b.	Provide an efficiency measure.	
7c.	<b>Provide the number of clients/individuals served, if applicable.</b> The number of clients/individuals served are the budgeted FTE, as well as any prospective employees.  Publications distributed to the General Assembly, schools, and the public were: General Assembly Roster, Missouri Roster, Missouri Constitution, and Great Seal Sheets.	
7d.	Provide a customer satisfaction measure, if available.	

### PROGRAM DESCRIPTION

<b>Department Secretary of State</b>	<b>HB Section(s)</b>	<b>12.055</b>
<b>Program Name Elections</b>		
<b>Program is found in the following core budget(s) Operating Core</b>		

**1. What does this program do?**

The Secretary of State's Elections Division offers a myriad of services to both elected officials as well as the public. Specific Elections related tasks include preparing for and assisting local election authorities in conducting fair and orderly elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiative petitions, referendums; and joint resolutions passed by the legislature; reporting, counting and certifying election results; and ensuring the requirements of the Help America Vote Act of 2002 are met in the state of Missouri. In addition to ensuring Missouri elections run smoothly, the Elections Division also serves as a resource to the local election authorities as well as the general public. In this role, the Division seeks to provide quality customer service by delivering responsive and timely services to meet increasing demand for answers to elections -related questions from local election authorities, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments while also helping to educate the public about the elections process through the publishing of various informative elections materials, hosting regional town halls with both the public and LEAs to ensure that all remain up-to-date on current election laws. Lastly, the Division is constantly looking for methods to enhance information access, utilizing the SOS website to inform voters as well as provide methods for voters to follow election results on Election Night.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 115 and 116 of the Missouri Revised Statutes and federal law including the National Voter Registration Act and the Help America Vote Act.

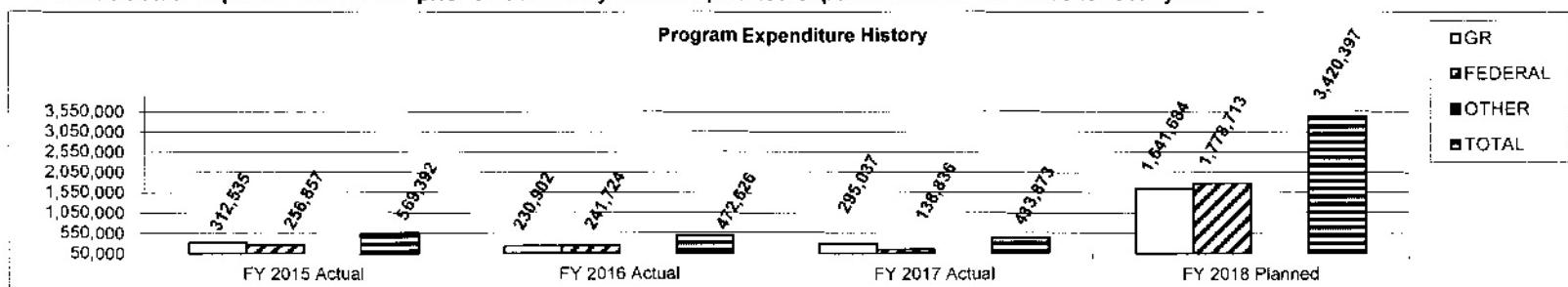
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s)	12.055
Program Name Elections		
Program is found in the following core budget(s) Operating Core		
6. What are the sources of the "Other" funds?		
7a. Provide an effectiveness measure.		
The number of registered voters and voter registration applications fluctuate from year to year. As of August 1, 2017 there were 4,089,760 registered voters. The Office of the Secretary of State mailed the following number of voter registration applications by calendar year:		
2012 - 463,983		
2013 - 118,112		
2014 - 198,997		
2015 - 159,238		
2016 - 384,672		
The number of National Change of Address mailings by fiscal year:		
2012 - 390,000		
2013 - 225,225		
2014 - 238,359		
2015 - 255,825		
2016 - 98,619		
2017 - 85,156		
7b. Provide an efficiency measure.		
An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.		
7c. Provide the number of clients/individuals served, if applicable.		
116 local election authorities/election boards and thousands of prospective registered voters and callers requesting information.		
7d. Provide a customer satisfaction measure, if available.		

## PROGRAM DESCRIPTION

<b>Department</b>	Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b>	Records and Archives		
<b>Program is found in the following core budget(s)</b> Operating Core			

**1. What does this program do?**

The Records and Archives Division is comprised of the following three divisions:

**Archives:** The Missouri State Archives is the official repository for Missouri's records of permanent historical value. Among its holdings are land records from Missouri's colonial, territorial, and early statehood periods; the Missouri State Constitutions; the Journals of the Missouri House and Senate; Supreme Court of Missouri case files; State Appeals Court case files; Circuit and Probate Court case files; and records for Missouri counties. As the home of the state's permanently valuable records, the Missouri State Archives identifies, collects, preserves, and makes available to government officials, historians, students, family historians, and other researchers the permanent and historically significant records of Missouri.

**Records Management:** Records Management directs the efficient and effective management of the official records of state government agencies by establishing standards, procedures, and techniques for the management of records; developing schedules for the retention of records of continuing value; the prompt and orderly destruction of records no longer possessing sufficient value to warrant their future retention; and operating the State Records Center to provide secure cost-effective storage of paper records during their retention. The program evaluates the cost efficiency of microfilm and electronic records technologies and provides imaging, microfilming and microfilm storage services to state agencies.

**Local Records:** Through consultations, inventories, records processing projects and a competitive grant program, Local Records works with public officials to preserve the permanent and historically significant records of their offices. These local records are vital to the citizens of Missouri, documenting everything from marriages and property ownership to education and government expenditures. In addition, the program provides professional guidance on managing current records; everything from proper housing and storage of records to final disposition through the implementation of Local Records generated retention schedules.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109 and dedicated funding for Local Records from Recorder of Deeds user fees in RSMo 59.319 (3)

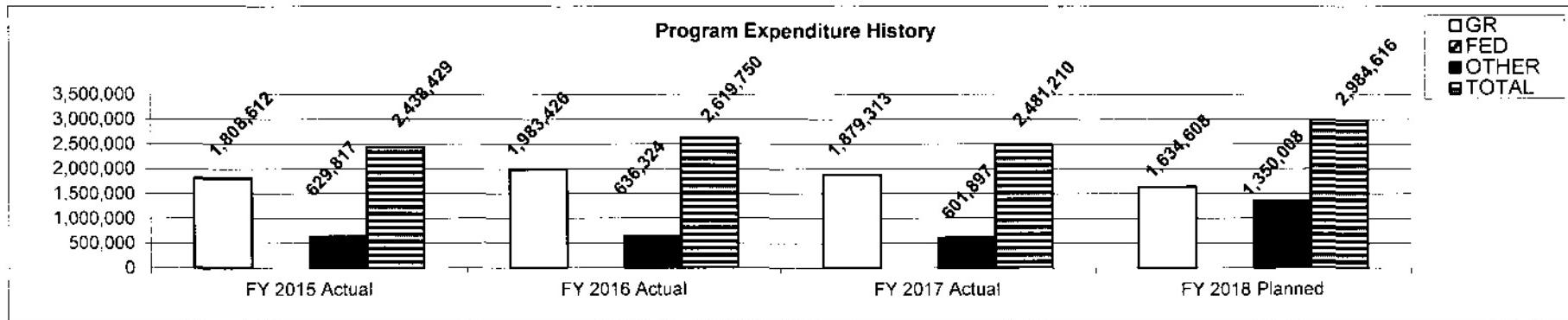
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

<b>Department</b>	Secretary of State	<b>HB Section(s)</b>	12.055															
<b>Program Name</b> Records and Archives																		
<b>Program is found in the following core budget(s)</b> Operating Core																		
6. What are the sources of the "Other" funds?																		
Local Records Preservation Fund (0577)																		
7a. Provide an effectiveness measure.																		
<p><u>Archives:</u> In FY17, the Missouri State Archives responded to 20,474 information requests. Of these, 1,941 were first-time customers. The Archives website had 28,714,317 hits in FY17.</p>																		
<u>Records Management Imaging Services:</u> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>FY15</th> <th>FY16</th> <th>FY17</th> <th>FY18 Projected</th> </tr> </thead> <tbody> <tr> <td>Images Microfilmed</td> <td>2,900,985</td> <td>2,315,480</td> <td>3,047,098</td> <td>2,935,000</td> </tr> <tr> <td>Images Scanned</td> <td>1,483,778</td> <td>3,049,715</td> <td>2,367,759</td> <td>2,229,000</td> </tr> </tbody> </table>					FY15	FY16	FY17	FY18 Projected	Images Microfilmed	2,900,985	2,315,480	3,047,098	2,935,000	Images Scanned	1,483,778	3,049,715	2,367,759	2,229,000
	FY15	FY16	FY17	FY18 Projected														
Images Microfilmed	2,900,985	2,315,480	3,047,098	2,935,000														
Images Scanned	1,483,778	3,049,715	2,367,759	2,229,000														
7b. Provide an efficiency measure.																		
<u>Records Management:</u> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>FY15</th> <th>FY16</th> <th>FY17</th> <th>FY18 Projected</th> </tr> </thead> <tbody> <tr> <td>Records Center retrievals/filings</td> <td>96,116</td> <td>103,997</td> <td>82,993</td> <td>93,769</td> </tr> </tbody> </table>					FY15	FY16	FY17	FY18 Projected	Records Center retrievals/filings	96,116	103,997	82,993	93,769					
	FY15	FY16	FY17	FY18 Projected														
Records Center retrievals/filings	96,116	103,997	82,993	93,769														
<u>Local Records:</u> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Record Processing Projects</td> <td>85</td> <td>85</td> <td>86</td> <td>90</td> </tr> </tbody> </table>				Record Processing Projects	85	85	86	90										
Record Processing Projects	85	85	86	90														

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s)** 12.055

**Program Name** Records and Archives

**Program is found in the following core budget(s)** Operating Core

**7c. Provide the number of clients/individuals served, if applicable.**

Archives:

The statistics in section 7a include all mail, email, telephone, in person, and website customers.

Records Management: State government units storing records in State Records Center with staff statistics.

Agency units storing records in Records Center  
Records Center total retrievals/filings  
Records Center new box filings  
Records Center boxes destroyed

	FY15	FY16	FY17	FY18 Projected
Agency units storing records in Records Center	386	384	434	405
Records Center total retrievals/filings	96,116	103,997	82,993	93,000
Records Center new box filings	25,681	27,957	30,389	29,000
Records Center boxes destroyed	11,615	13,079	7,528	8,600

Local Records: Core clients are all local government entities in Missouri including: 114 counties; 860 municipalities; 523 school districts; county, municipal, circuit, and probate clerks; recorders of deeds and collectors; and public school administrators.

**7d. Provide a customer satisfaction measure, if available.**

In FY17 Missouri State Archives Website was named by "Family Tree Magazine" as one of the '101 Best Genealogy Websites' for the 14th year in a row.

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Administrative Rules		
<b>Program is found in the following core budget(s)</b> Operating Core		

**1. What does this program do?**

The Administrative Rules Division accepts, edits and publishes proposed rules in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies/entities that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the Governor. The Division publishes rule material six times per month which includes two (2) paper and two (2) Internet publications of the *Missouri Register* and one (1) paper and one (1) Internet publication of the *Code of State Regulations*. The Administrative Rules Division also assists agencies/entities on rulemaking through several features on the SOS homepage which allow state agencies to download current rules in Word for use in amending current rules; providing fillable rulemaking forms/templates online; permitting agencies to email electronic copies of proposed rule text changes to the SOS; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. The Division also answers questions from agencies and the public regarding how rules are filed. The Division further has published and maintains an updated rulemaking manual containing uniform standards and procedures called *Rulemaking 1-2-3*. Division staff also assists agencies and the public in researching prior versions of a rule to accurately represent its history in legal proceedings. Additionally, the Administrative Rule Division offers classes to any agency/entity in how to prepare and make rule filings.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapter 536 of the Missouri Revised Statutes

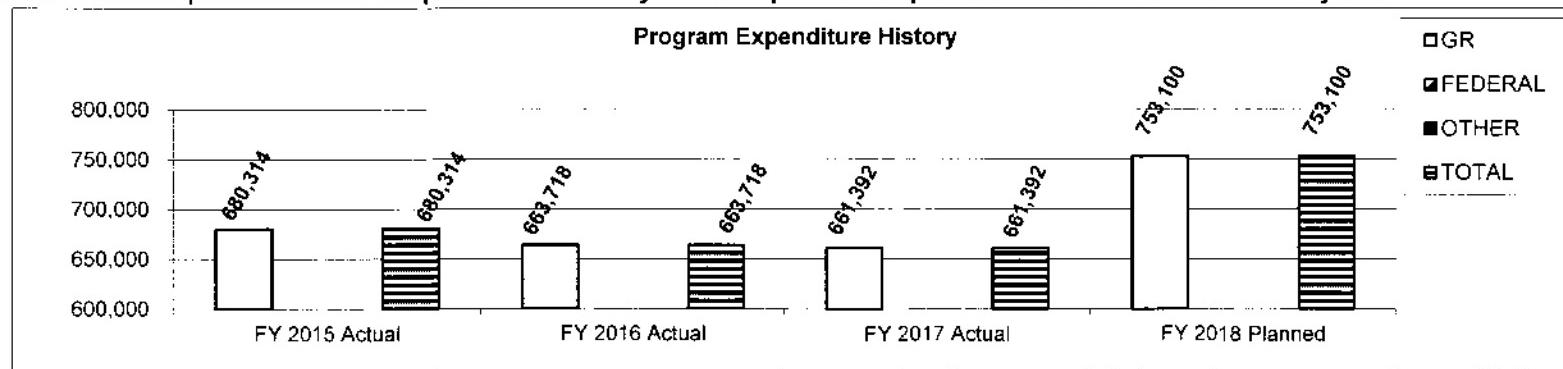
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s)	12.055
Program Name Administrative Rules		
Program is found in the following core budget(s) Operating Core		
<p>6. What are the sources of the "Other" funds?</p> <p>7a. Provide an effectiveness measure.</p> <p>The effectiveness is measured by the timely processing of monthly publications without additional staff and little or no overtime. For the 2017 fiscal year, Administrative Rules processed the following:</p> <ul style="list-style-type: none"> <li>78 Emergency rules</li> <li>394 Proposed rules</li> <li>433 Orders of Rulemaking</li> <li>75 In Additions</li> <li>14 Executive Orders</li> <li>194 Dissolutions and other filings</li> </ul> <p>7b. Provide an efficiency measure.</p> <p>The above was accomplished without adding any additional staff.</p> <p>7c. Provide the number of clients/individuals served, if applicable.</p> <p>Administrative Rules serves 191 state agencies/entities, who may have numerous rule makers.</p> <p>7d. Provide a customer satisfaction measure, if available.</p> <p>The Secretary of State's Office has received positive emails and written compliments regarding improvements to the Administrative Rule Division web page and its rulemaking classes. The Division of Administrative Rules also offers in person rulemaking classes for all agencies upon request. Positive comments have been received from the attendees of this training.</p>		

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s)** 12.055

**Program Name** Securities Division

**Program is found in the following core budget(s)** Operating Core

**1. What does this program do?**

The Securities Division seeks to protect Missouri investors from fraud, and is organized into three sections: *Investor Education*, seeking to prevent and reduce investor harm by educating investors about the risks of investing, which includes the Vulnerable Citizens Services Unit (VCSU); *Registration*, seeking to ensure that investment professionals are qualified and compliant with securities laws and regulations and fostering capital formation through the review of securities offerings; and *Enforcement*, receiving complaints, tips and referrals, conducting investigations and initiating actions to remedy violations. Enforcement includes investigations, issuance of subpoenas, issuance of administrative orders prohibiting violations, the commencement of civil actions in circuit court and referrals of criminal matters to state and federal prosecutors, with an emphasis on restitution for aggrieved investors.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The Statutes under Regulation of Securities, Chapter 409, RSMo:

Fraudulent and Other Prohibited Practices Section 409.107 et seq., RSMo, Missouri Takeover Bid Disclosure Act, Section 409.500 et seq., RSMo, Senior Savings Protection Act, Section 409.600 et seq., RSMo, Commodities, Regulation, 409.800 et seq., RSMo, Investments by Fiduciaries and Employee Retirement System, Section 409.950, Regulation of Business Opportunities, Section 409.1000, RSMo, and Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo.

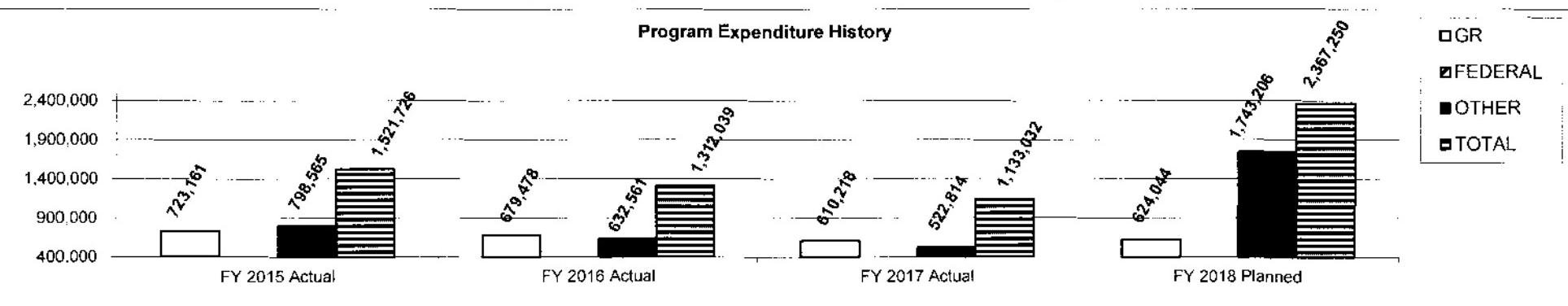
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

**Department Secretary of State**

**HB Section(s)**

**12.055**

**Program Name Securities Division**

**Program is found in the following core budget(s) Operating Core**

**6. What are the sources of the "Other" funds?**

Investor Education and Protection Fund (0829)

**7a. Provide an effectiveness measure.**

Measuring the effectiveness of securities regulation and compliance is difficult. Increased public awareness of the risk of particular investments and fraud, facilitating access to information investors need to make informed investment decisions through the registration of securities, firms, and professionals should result in lower levels of fraud, unregistered activity, and harm to aggrieved investors. Fostering and enforcing compliance with Missouri securities laws through risk-based, high quality examinations.

**7b. Provide an efficiency measure.**

Measuring the efficiency of investor education and law enforcement is difficult, but efficiencies can be obtained with increased citizen involvement; increased registration of securities, firms, and professionals; and prompt detection and deterrence of violations of Missouri securities laws through administrative and civil enforcement actions that hold violators accountable with an emphasis on investor restitution.

**7c. Provide the number of clients/individuals served, if applicable.**

	<b>CY 2012</b>	<b>CY 2013</b>	<b>CY 2014</b>	<b>CY 2015</b>
--	----------------	----------------	----------------	----------------

Registered securities sellers/advisers

- Broker-dealers
- Broker-dealer agents
- Investment advisers-registered
- Federal Advisers-notice filed
- Investment adviser representatives

1,652	1,628	1,596	1,593
126,182	131,186	136,139	143,238
369	374	381	383
1,185	1,230	1,274	1,311
9,124	9,478	10,029	10,360

Registered securities offerings

46	41	49	49
2,773	2,775	1,546	2,975
31	35	17	17

Federal covered securities notice-filings

State exemption notice-filings

	<b>CY2012</b>	<b>CY2013</b>	<b>CY 2014</b>	<b>CY 2015</b>
--	---------------	---------------	----------------	----------------

Enforcement investigations opened

107	86	99	115
141	104	96	104
32	16	21	51

BDIA examinations/audits

Administrative enforcement orders

6 years 6 months & 5 yrs probation	119 years 7 months & 16.5 years probation	10 years 3 months & 6 years probation	27 years 6 months
16	5	6	29

Prison sentences ordered from Securities Referrals (in years)

\$ 11,519,680.92	\$53,161,422.00	\$6,820,019.88	\$19,101,732.33
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Victim restitution orders

Amount of restitution ordered

**7d. Provide a customer satisfaction measure, if available.**

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Business Services		
<b>Program is found in the following core budget(s)</b> Operating Core		

**1. What does this program do?**

The Business Services Division is comprised of four units: Notaries and Commissions, Corporations, Uniform Commercial Code and Safe at Home. The division oversees filing offices in Jefferson City, St. Louis, Kansas City and Springfield.

Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; processing certifications and apostilles for international documents; and handling foreign extraditions. Missouri has about 67,000 commissioned notaries.

Corporations is responsible for maintaining, receiving, and filing all corporate filings that are required by law for over 900,000 entities. In addition, Corporations handles service of process and filing and maintaining trademark and service mark registrations.

Uniform Commercial Code is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law.

The Safe at Home Program is an address confidentiality program which provides survivors of sexual assault, rape, stalking, human trafficking, and domestic violence a substitute mailing address to use on new records they create with state agencies, local government agencies, and the courts.

Each work area is responsible for answering customer inquiries timely and accurately whether by phone, in person, or through correspondence with the office. The Business Services Division also efficiently serves customers through access to business records and images 24 hours a day, seven days a week through the Secretary of State's web site.

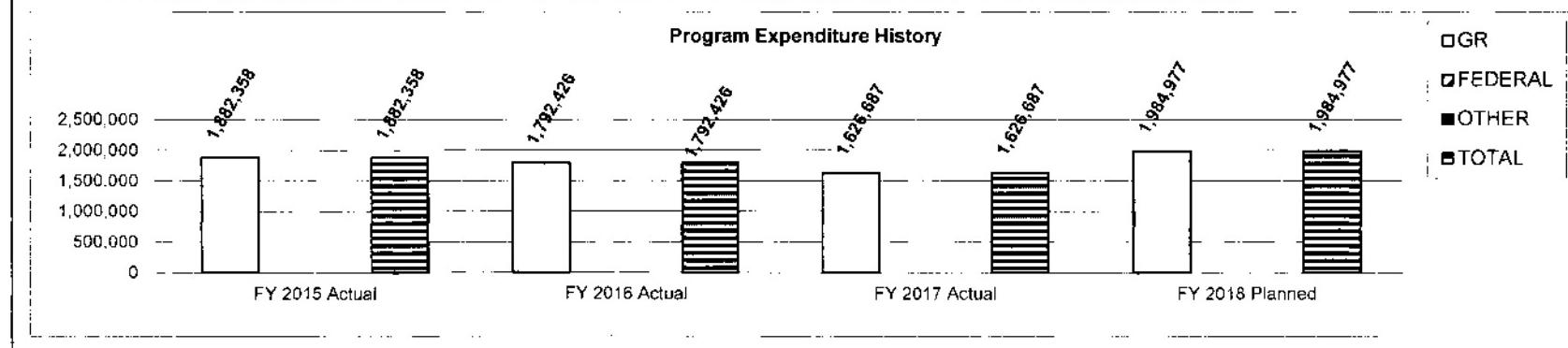
**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

**3. Are there federal matching requirements? If yes, please explain.** No

**4. Is this a federally mandated program? If yes, please explain.** No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION																																									
<b>Department</b> Secretary of State			<b>HB Section(s)</b>	12.055																																					
<b>Program Name</b> Business Services																																									
<b>Program is found in the following core budget(s)</b> Operating Core																																									
<p><b>6. What are the sources of the "Other" funds?</b></p> <p><b>7a. Provide an effectiveness measure.</b>  The Business Services Division tracks turn-around time for all documents processed. A business services portal provides customers the ability to file documents online, some instantly. Average processing time for paper documents is 2-5 days or less. Walk-in customers receive immediate processing of their documents, with only a few exceptions that need more specialized review. New and reapplying notaries can utilize an online portal to apply or submit by paper, with processing time of 1-3 days. Mail for Safe at Home participants is processed and sent out to the participants the same day as received.</p> <p><b>7b. Provide an efficiency measure.</b></p> <table border="1"> <thead> <tr> <th colspan="3">Business Filings FY2017</th> <th colspan="3">UCC Filings FY2017</th> <th colspan="3">Notary Filings FY2017</th> </tr> <tr> <th>Online Filings</th> <th>Paper Filings</th> <th>Total</th> <th>Online Filings</th> <th>Paper Filings</th> <th>Total</th> <th>Online Filings</th> <th>Paper Filings</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>246,885</td> <td>79,671</td> <td>326,556</td> <td>164,208</td> <td>11,216</td> <td>175,424</td> <td>18,028</td> <td>4,023</td> <td>22,051</td> </tr> <tr> <td>76%</td> <td>24%</td> <td></td> <td>94%</td> <td>6%</td> <td></td> <td>82%</td> <td>18%</td> <td></td> </tr> </tbody> </table> <p><b>7c. Provide the number of clients/individuals served, if applicable.</b>  The Business Services Division processes approximately 600,000 documents annually (includes notary, service of process, trademarks/service marks, certificate requests, and all accepted and rejected corporate filings). For FY2016, the Division's average 3,102,500 unique visitors accessing the Division's website every year and almost 300 individuals visited our offices every week. The Safe at Home program continues to grow as over 3,500 participants have been served by the Safe at Home Address Confidentiality Program since the program began in 2007.</p> <p><b>7d. Provide a customer satisfaction measure, if available.</b></p>						Business Filings FY2017			UCC Filings FY2017			Notary Filings FY2017			Online Filings	Paper Filings	Total	Online Filings	Paper Filings	Total	Online Filings	Paper Filings	Total	246,885	79,671	326,556	164,208	11,216	175,424	18,028	4,023	22,051	76%	24%		94%	6%		82%	18%	
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## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s)**

12.055

**Program Name** Information Technology Division

**Program is found in the following core budget(s)** Operating Core

**1. What does this program do?**

The Secretary of State (SOS) Information Technology Division provides a full range of information systems management services to all sections of the Office of Secretary of State. Specific network infrastructure services provided to the Office of the Secretary of State include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the Office of Secretary of State include information system and business process analysis and design; information system development and maintenance; project management; and disaster recovery and business continuity planning.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statutes 28.160

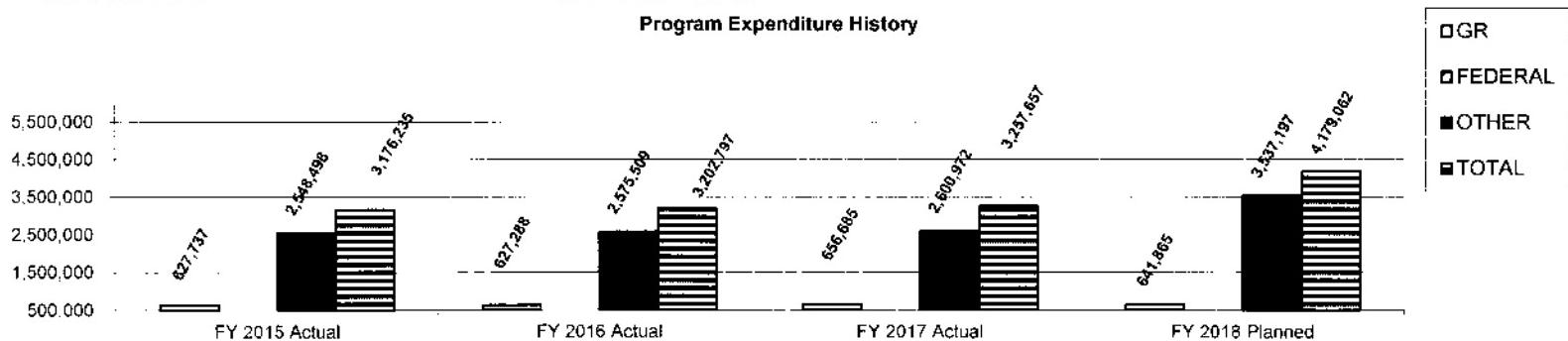
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Secretary of State Technology Trust Fund (0266)

PROGRAM DESCRIPTION		
<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Information Technology Division		
<b>Program is found in the following core budget(s)</b> Operating Core		
<b>7a. Provide an effectiveness measure.</b>		
The following measures have been identified as important in determining, managing and improving the overall effectiveness of services delivered.		
<b>Actual</b>		
Network Availability	99.98%	
Service Request Ticket Volume	185/month	
Number of Completed Projects/Initiatives	24	
<b>7b. Provide an efficiency measure.</b>		
The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered.		
<b>Actual</b>		
Average Service Request Ticket Turnaround Time	1 hour and 49 minutes	
<b>7c. Provide the number of clients/individuals served, if applicable.</b>		
The SOS Information Technology Division supports all SOS staff as well as the Local Elections Authorities and their staff in each county. Additionally, the SOS IT Division indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.		
SOS Staff	220	
Local Elections Authorities and Staff	1200	
<b>7d. Provide a customer satisfaction measure, if available.</b>		
Customer satisfaction is an important measure in validating the overall effectiveness and efficiency of our operation and the services provided. Satisfaction measures include over 99% website availability.		

PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s)	12.055
Program Name Library Services		
Program is found in the following core budget(s) Operating Core		
<b>1. What does this program do?</b>		
<p>The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains quality library service to the legislature and the executive branch agencies as well as other state and local governments.</p>		
<p><b>Reference Services</b>  The Reference Services Division of the Missouri State Library provides research services to Missouri state government employees, executive branch agencies, and members of the Missouri General Assembly. Resources used to provide these services include searchable collections of electronic journals, newspapers, and e-books, as well as print books, journals, and federal and state government publications. Reference Services also provides training to Missouri state government employees on the division's resources, compiles news articles about Missouri state government from ten Missouri newspapers for inclusion in <i>Keeping Up</i>, maintains a digital library of Missouri state government publications, and contributes to MOBIUS, a statewide library consortium. Also, as a member of a global partnership of libraries and research institutions, Reference Services borrows materials for state employees from institutions across the world.</p>		
<p><b>Library Development</b>  The Library Development Division of the Missouri State Library distributes state aid, federal and private grant funds and provides literacy and technical assistance, training and continuing education, and administrative guidance to local libraries. These programs strengthen and expand the quality and availability of library services appropriate to meet the educational, cultural, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library, those in underserved rural and urban areas, and those with limited functional literacy or information skills. Particular focus is given to assisting libraries in expanding early literacy activities to ensure children have the skills they need to learn to read; summer reading programs to ensure children retain their reading skills over the summer; resource sharing among libraries so that all library users can make use of materials in any library in the state; and technology assistance for the equipment and internet access needed to access information, support education, and apply for jobs.</p>		
<p><b>2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)</b>  RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.</p>		
<p><b>3. Are there federal matching requirements? If yes, please explain.</b>  No</p>		
<p><b>4. Is this a federally mandated program? If yes, please explain.</b>  No</p>		

### PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s)

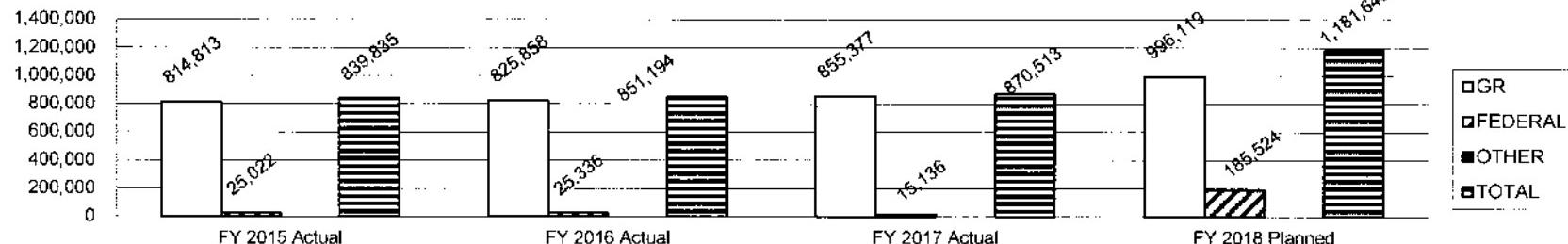
12.055

Program Name Library Services

Program is found in the following core budget(s) Operating Core

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

**Program Expenditure History**



6. What are the sources of the "Other" funds?

7a. Provide an effectiveness measure.

Reference Services

- 52,314: Hits for Governor's Executive Orders on website in FY17. Reference Services is unique in offering not just the text but the images of executive orders covering more than three decades.
- 2,367: Number of print items checked out in FY17
- 5,563: Articles evaluated for *Keeping Up* in FY17 (Estimated)
- 981: Digital state government documents added in FY17 for a total of approximately 7,358 digital state government documents Internet Archive in FY17.

Library Development

Population Served	2014	2015	2016
	5,476,144	5,476,144	5,476,272

Federal Grants Awarded

Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology, or programs to reach populations with difficulty using libraries due to transportation or other barriers.

Federal Grants Awarded	2014	2015	2016	2017
	156	207	185	155

**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Library Services		
<b>Program is found in the following core budget(s)</b> Operating Core		

***Resource Sharing Statistics***

Loans filled and requested by Missouri public libraries. Requests could be filled by libraries of all types in Missouri and beyond. Includes loans requested and filled through OCLC and Missouri Evergreen consortium.

Interlibrary Loans	FY2015	FY2016	FY2017
Requested	291,348	305,608	338,482
Filled	231,420	280,447	317,120

**7b. Provide an efficiency measure.**

**Reference Services Statistics**

***Database cost/usage***

\$27,890/197,386=\$0.14 Database cost per use for eight database subscriptions, purchased for use by state employees.

***Interlibrary loan***

859: Number of state employee interlibrary loan requests handled in FY17. 95% of those requests were for articles.

87: Number of items in Reference Services' collections loaned to patrons of other libraries and research institutions.

20: Average number of clock hours to fill an interlibrary material request from another library or research institution.

Institutions which filled requests for Reference Services' patrons averaged a 68-hour turnaround time.

**Library Development**

The independent evaluator of Missouri's LSTA FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

**7c. Provide the number of clients/individuals served, if applicable.**

**Reference Services statistics**

3,226: Number of Keeping Up subscribers

3,193: Number of Missouri State Library cardholders

1,067: Number of cardholders who also subscribe to Keeping Up

380,204: Visitors to Reference Services pages

PROGRAM DESCRIPTION				
Department Secretary of State		HB Section(s)	12.055	
Program Name Library Services				
Program is found in the following core budget(s) Operating Core				
<b><u>Library Development statistics</u></b>				
<b>State Aid to Public Libraries</b>	FY2014	FY2015	FY2016	FY2017
Eligible library districts, per FY	165	166	166	166
Population of library districts	5,470,525	5,476,144	5,476,144	5,476,272
State Aid funds distributed	\$3,504,001	\$3,504,001	\$723,776	\$723,776
7d. Provide a customer satisfaction measure, if available.				
<b><u>Reference Services statistics</u></b>				
State government employees are provided instruction classes on effective use of the library's digital research tools, which contain journal articles, ebooks, reports and data crucial to their work.				
<b><u>Customer satisfaction from Reference Services' classes</u></b>				
150: The number of state employees who attended the 11 classes and presentations Reference Services provided March 1 - July 30 in FY17 (Note staff changeover resulted in loss of statistics for the remainder of FY2017)				
81%: The percentage of classes that were customized for individual state agency divisions/groups. State employees who attended courses in FY17 were from the Office of Administration, the National Guard, the Gaming Commission, the Departments of Public Safety, Health and Senior Services, Mental Health, Natural Resources, Social Services, Corrections, Agriculture, Insurance, Economic Development, Elementary and Secondary Education and Conservation.				
100%: The percentage of class attendees surveyed who agreed or strongly agreed that the class instructor's presentation was effective.				
78%: The percentage of class attendees surveyed who agreed or strongly agreed that the classes would be helpful to their job performance.				
<b><u>Library Development</u></b>				
Training sessions	FY2015	FY2016	FY2017	
Attendance	191	216	123	**Please note an online continuing education service
	2,495	2,610	2,485	that offered many topics but had low use was discontinued in FY2017.
Library staff give consistently high ratings to training provided, whether in person or online.				
The independent evaluators of Missouri's LSTA FY2013-2017 found that "training efforts are closely tied to needs and to specific initiatives. This fact, in turn, helps to ensure the success of the States substantial sub-grant activity. The evaluators also find ample evidence that suggests that participants in training have internalized what they have learned and that they are using it on an ongoing basis."				

**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.055
<b>Program Name</b> Wolfner Library		
<b>Program is found in the following core budget(s)</b> Operating Core		

**1. What does this program do?**

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified as unable to read standard print materials due to a visual or physical disability. The library collection consists of more than 370,228 volumes of different formats: large-print, Braille, audio cassettes, digital cassettes, games, and magazines. Wolfner Library staff also facilitate patron downloading of digital books from BARD, a national repository of talking books for eligible citizens. The library also provides the necessary players (cassette and digital) for using the recorded materials. Books, magazines and machines are mailed to and from library patrons, wherever they reside in the state, at no charge to the user. Currently, over 13,000 Missourians are registered to use Wolfner Library services. This represents about 10% of eligible Missouri citizens. Our goal is to increase that to 15%, through an energized outreach program. The Wolfner Recording Studio produces recorded books with Missouri connections and makes them available for circulation or for download on BARD, making the Wolfner collection accessible to patrons nation-wide. Recording is done by volunteers; the actual audio books are created by Wolfner staff. Wolfner produces approximately 50 titles each year.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statutes 181.065 and PL 89-522

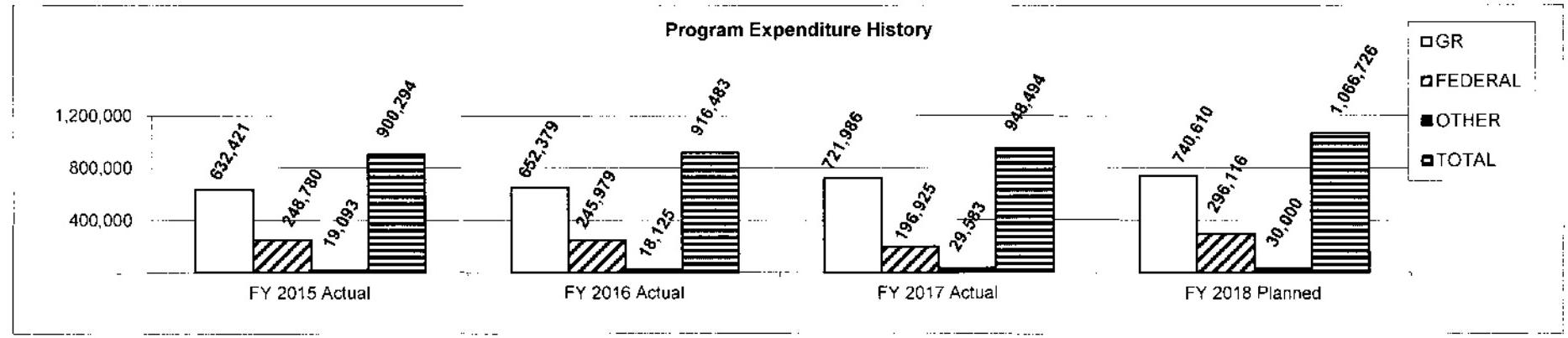
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use standard print. Each state provides services to the blind and physically disabled under the direction of the National Library Service.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION																	
Department Secretary of State	HB Section(s)	12.055															
Program Name Wolfner Library																	
Program is found in the following core budget(s) Operating Core																	
6. What are the sources of the "Other" funds? Wolfner Library Trust Fund (0928)																	
7a. Provide an effectiveness measure.	<p style="text-align: center;"><b>Patron Contacts (phone, email, fax, mail, other) FY2014 - FY2017(est)</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Patron Contacts</th> </tr> </thead> <tbody> <tr> <td>FY 2015</td> <td>17,734</td> </tr> <tr> <td>FY 2016</td> <td>18,482</td> </tr> <tr> <td>FY 2017</td> <td>22,836</td> </tr> <tr> <td>FY 2018(est)</td> <td>23,978</td> </tr> </tbody> </table>		Year	Patron Contacts	FY 2015	17,734	FY 2016	18,482	FY 2017	22,836	FY 2018(est)	23,978					
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<b>Wolfner Library Patron Survey</b> <table border="1"> <thead> <tr> <th colspan="2">2012</th> <th colspan="2">2015</th> </tr> </thead> <tbody> <tr> <td>Excellent</td> <td>74%</td> <td>Excellent</td> <td>82%</td> </tr> <tr> <td>Very Good</td> <td>23%</td> <td>Very Good</td> <td>16%</td> </tr> <tr> <td>Fair</td> <td>2%</td> <td>Fair</td> <td>2%</td> </tr> <tr> <td>Poor</td> <td>1%</td> <td>Poor</td> <td>0%</td> </tr> </tbody> </table> <p>Wolfner conducted a patron survey in 2015. The survey was included as part of the quarterly newsletter and was available via the website. Ratings for services in both 2015 and 2012 are shown below.</p>			2012		2015		Excellent	74%	Excellent	82%	Very Good	23%	Very Good	16%	Fair	2%	Fair	2%	Poor	1%	Poor	0%
2012		2015																				
Excellent	74%	Excellent	82%																			
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Poor	1%	Poor	0%																			

## NEW DECISION ITEM

RANK: 12 OF 14

Department Secretary of State

Budget Unit 23140C

Division Wolfner Library

DI Name Wolfner Library Awareness Campaign

DI# 1231008

HB Section 12.055

## 1. AMOUNT OF REQUEST

	FY 2019 Budget Request				E
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE	0	0	54,500	54,500	
PSD	0	0	0	0	
TRF	0	0	0	0	
Total	0	0	54,500	54,500	

FTE 0.00 0.00 0.00 0.00Est. Fringe 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Wolfner Trust Fund (0928)

	FY 2019 Governor's Recommendation				
	GR	Federal	Other	Total	E
PS	0	0	0	0	
EE	0	0	54,500	54,500	
PSD	0	0	0	0	
TRF	0	0	0	0	
Total	0	0	54,500	54,500	

FTE 0.00 0.00 0.00 0.00Est. Fringe 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Wolfner Trust Fund (0928)

## 2. THIS REQUEST CAN BE CATEGORIZED AS:

New Legislation  
Federal Mandate  
GR Pick-Up  
Pay Plan New Program  
Program Expansion  
Space Request  
Other: \_\_\_\_\_Fund Switch  
Cost to Continue  
Equipment Replacement

**NEW DECISION ITEM**  
**RANK:** 12      **OF** 14

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23140C
<b>Division</b> Wolfner Library	
<b>DI Name</b> Wolfner Library Awareness Campaign	<b>DI#</b> 1231008
	<b>HB Section</b> 12.055

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

This one-time new decision item is aimed at funding an awareness campaign to reach Missouri citizens who are unaware of the services and benefits available to them through Wolfner Talking Book and Braille Library. Wolfner Talking Book and Braille Library is authorized in the Missouri Revised Statutes 181.065 and Public Law 89-522.

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified as unable to read standard print materials due to a visual or physical disability. The library collection consists of more than 240,000 volumes of different formats: large-print, Braille, digital audiobooks, games, and magazines. Wolfner Library staff also facilitate patron downloading of digital books from BARD, a national repository of talking books for eligible citizens. The library also provides the necessary players for audiobook listening. The current machine collection (both circulating and in-house) numbers in excess of 60,000 items. Books, magazines and players are mailed to and from library patrons, wherever they reside in the state, at no charge to the user. Currently, over 8,000 Missourians are actively using Wolfner Library services. This represents about 5% of eligible Missouri citizens. The Wolfner Recording Studio produces recorded books with Missouri connections and makes them available for circulation or for download on BARD, making the Wolfner collection accessible to patrons nation-wide. Recording is done by volunteers; with final audiobook production by Wolfner staff. Wolfner Library produces approximately 50 titles each year.

Anecdotal information reported by Wolfner Library staff on outreach visits tells us all too frequently that the general public have little knowledge of Wolfner Library. Invariably, we hear expressions of pleasant surprise when people learn about Wolfner Library services. The approximate number of active individual patrons served by Wolfner Library in 2017 was 8,000. Unfortunately, this falls far short of the 152,228\* Missourians who are dealing with vision loss. Just taking into account the portion of our population with visual disabilities, Wolfner Library is only serving 5% of potential users within the state.

\*Data source: 2008-2015 American Community Survey 1-Year Estimates. [www.census.gov/acs](http://www.census.gov/acs)

**NEW DECISION ITEM**  
**RANK: 12 OF 14**

Department Secretary of State	Budget Unit 23140C
Division Wolfner Library	
DI Name Wolfner Library Awareness Campaign	DI# 1231008 HB Section 12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFF fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

This one-time awareness campaign would be run by a professional media organization outside of state government. No additional FTE are required to run this campaign. Media would run from July 2018 to June 2019 and would highlight Wolfner Library services and resources through a wide range of media outlets, including radio ads and interviews, podcasts, and social media posts. Total cost for this campaign would be \$54,500.

**Podcasts** (\$12,000) - Podcast content would educate the public about disabilities served by Wolfner Library, and emphasize the quality of life aspects of utilizing the service.

**Radio** (\$37,500) - The radio component includes promoting the podcasts, conducting radio interviews and distributing public service announcements statewide. The ads would run at strategic times, including Blindness Awareness Month, Library Lovers Month, and National Library Week. The campaign has a potential reach of 537,900 Missourians with a gross impact of 2 million.

**Facebook** (\$5,000) - "Boosted" Facebook posts would be designed to generate interest in the podcasts and have a special focus on reaching metropolitan markets.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	Dept Req E
									0	
Total PS	0	0.0	0	0.0	0	0.0	0	0	0.0	0
Professional Services (BOBC 400)					54,500		54,500		54,500	
Total EE	0		0		54,500		54,500		54,500	
Total PSD	0		0		0		0		0	
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	54,500	0.0	54,500	0.0	54,500	

**NEW DECISION ITEM**

RANK: 12 OF 14

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23140C
<b>Division</b> Wolfner Library	
<b>DI Name</b> Wolfner Library Awareness Campaign	<b>DI#</b> 1231008
	<b>HB Section</b> 12.055

<b>Budget Object Class/Job Class</b>	<b>Gov Rec</b> GR <b>DOLLARS</b>	<b>Gov Rec</b> GR <b>FTE</b>	<b>Gov Rec</b> FED <b>DOLLARS</b>	<b>Gov Rec</b> FED <b>FTE</b>	<b>Gov Rec</b> OTHER <b>DOLLARS</b>	<b>Gov Rec</b> OTHER <b>FTE</b>	<b>Gov Rec</b> TOTAL <b>DOLLARS</b>	<b>Gov Rec</b> TOTAL <b>FTE</b>	<b>Gov Rec</b> One-Time <b>DOLLARS</b>	<b>E</b>
	Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0.0
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Total PSD	0		0		0		0		0	
Total TRF	0		0		0		0		0	
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>54,500</b>	<b>0.0</b>	<b>54,500</b>	<b>0.0</b>	<b>54,500</b>	

**NEW DECISION ITEM**  
**RANK: 12 OF 14**

**Department** Secretary of State

**Budget Unit** 23140C

**Division** Wolfner Library

**DI Name** Wolfner Library Awareness Campaign

DI# 1231008

**HB Section** 12.055

**6. PERFORMANCE MEASURES** (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

**6a. Provide an effectiveness measure.**

Wolfner Library hopes to see an increase in patron base between 3%-5%.

**6b. Provide an efficiency measure.**

This awareness campaign is certain to provide for more efficient reach when compared to Wolfner Library's normal outreach efforts. Wolfner Library Staff outreach efforts are generally limited to in-person appearances at senior fairs and caregiver, librarian and health professional conferences. The reach of these events is limited to an estimated 30-40 individuals per event with an average of 35 events per year. This results in a maximum reach of 1,400 per year. The estimated reach of a radio campaign in the state of Missouri, with a gross impact of 2,137,500 listeners, far outpaces the efficiency of traditional outreach.

**6c. Provide the number of clients/individuals served, if applicable.**

Wolfner Library currently serves 8,000 individual patrons and 500 institutions in the state of Missouri. According to the American Community Survey, the potential patron base of Missourians with a vision loss is approximately 152,000 individuals. Though Wolfner Library serves individuals with other disabilities, the focus is on visual since numbers specific to this disability can be verified using census numbers, but none that specifically represent other eligible disabilities.

**6d. Provide a customer satisfaction measure, if available.**

Customer satisfaction surveys consistently report a high level of satisfaction with Wolfner Library services. Our 2017 survey shows 78.3% of our respondents rate overall satisfaction with the services as excellent, additionally we received a 20% 'good' rating in that same survey. We feel confident that we can maintain a high level of satisfaction with an increased patron base of 3%-5%.

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
Wolfner Library Awareness - 1231008								
PROFESSIONAL SERVICES	0	0.00	0	0.00	54,500	0.00	54,500	0.00
TOTAL - EE	0	0.00	0	0.00	54,500	0.00	54,500	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$54,500</b>	<b>0.00</b>	<b>\$54,500</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$54,500	0.00	\$54,500	0.00

**Grants & Projects /  
Refunds / Restitution**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>GRANTS AND PROJECTS</b>								
CORE								
EXPENSE & EQUIPMENT								
SECRETARY OF STATE-FED & OTHER	0	0.00	22,014	0.00	22,014	0.00	22,014	0.00
TOTAL - EE	0	0.00	22,014	0.00	22,014	0.00	22,014	0.00
PROGRAM-SPECIFIC								
SECRETARY OF STATE-FED & OTHER	0	0.00	177,986	0.00	177,986	0.00	177,986	0.00
TOTAL - PD	0	0.00	177,986	0.00	177,986	0.00	177,986	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>

CORE DECISION ITEM																																																																		
<b>Department</b>	<b>Secretary of State</b>			<b>Budget Unit</b>	<u>23142C</u>																																																													
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Other Funds:				Other Funds:																																																														
<b>2. CORE DESCRIPTION</b>																																																																		
<p>The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.</p> <p>The Secretary of State currently has one active grant utilizing this fund.</p>																																																																		
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>																																																																		

CORE DECISION ITEM					
<b>Department</b>	Secretary of State		<b>Budget Unit</b>	23142C	
<b>Division</b>	Administrative Services				
<b>Core</b>	Federal Grants, Donations, Projects		<b>HB Section</b>	12.060	
<b>4. FINANCIAL HISTORY</b>					
	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>	
<b>Actual Expenditures (All Funds)</b>					
Appropriation (All Funds)	200,000	200,000	200,000	200,000	
Less Reverted (All Funds)	0	0	0	N/A	
Less Restricted (All Funds)	0	0	0	N/A	
Budget Authority (All Funds)	200,000	200,000	200,000	N/A	
Actual Expenditures (All Funds)	7	0	0	N/A	
Unexpended (All Funds)	199,993	200,000	200,000	N/A	
Unexpended, by Fund:					
General Revenue	0	0	0	N/A	
Federal	199,993	200,000	200,000	N/A	
Other	0	0	0	N/A	

A bar chart titled "Actual Expenditures (All Funds)" showing data for three fiscal years. The vertical axis represents the amount in thousands, ranging from 0 to 20,000. The horizontal axis lists the fiscal years: FY 2015, FY 2016, and FY 2017. For each year, there is a single black bar. The bar for FY 2015 reaches the 7 mark on the axis. The bars for FY 2016 and FY 2017 both reach the 0 mark, indicating no actual expenditures for those years.

Fiscal Year	Actual Expenditure (All Funds)
FY 2015	7
FY 2016	0
FY 2017	0

Reverted includes the statutory three-percent reserve amount (when applicable).  
 Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

This appropriation has enabled the receipt of numerous National Historical Publications and Records Commission (NHPRC) grants.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
GRANTS AND PROJECTS**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	22,014	0	22,014	
	PD	0.00	0	177,986	0	177,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	3,000	0.00	3,000	0.00	3,000	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	0	0.00	18,000	0.00	18,000	0.00	18,000	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>
<b>PROGRAM DISTRIBUTIONS</b>	<b>0</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$200,000	0.00	\$200,000	0.00	\$200,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.060

**Program Name** Federal grants, donations, contracts

**Program is found in the following core budget(s)** Administrative Services

**1. What does this program do?**

The opportunity to apply for federal funding and other grants comes at various times throughout the fiscal year. Not all of the funding opportunities can be foreseen ahead of time. This appropriation has the effect of substantially increasing the department's ability to take advantage of funds which may become available between sessions.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

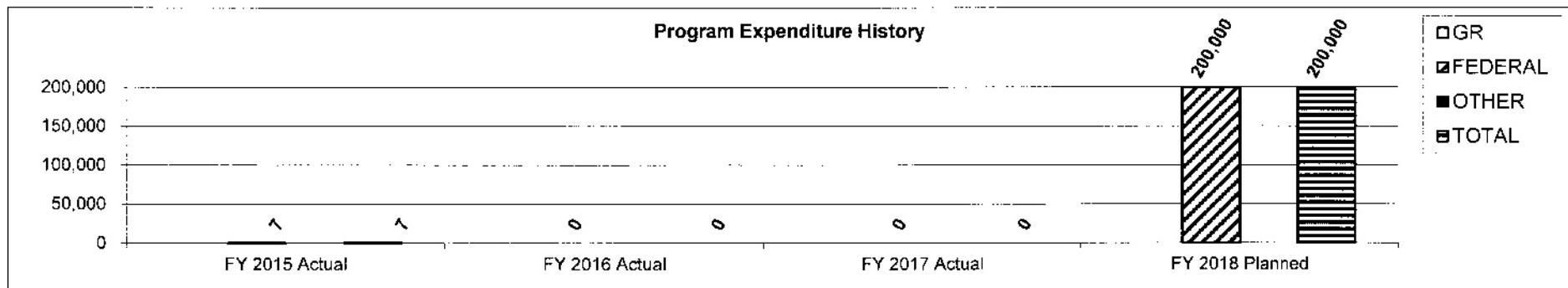
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

PROGRAM DESCRIPTION		
<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.060
<b>Program Name</b> Federal grants, donations, contracts		
<b>Program is found in the following core budget(s)</b> Administrative Services		
<b>7a. Provide an effectiveness measure.</b> Funding from other sources for innovative projects increases our ability to apply for alternative funding sources.		
<b>7b. Provide an efficiency measure.</b> Having this appropriation has ensured that the projects have started and been completed in a timely manner. The process has not been delayed while waiting to receive spending authority to spend the grant monies.		
<b>7c. Provide the number of clients/individuals served, if applicable.</b> The scope will depend on each innovative project identified and completed.		
<b>7d. Provide a customer satisfaction measure, if available.</b> Faster completion will improve satisfaction and result in more innovative projects.		

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>REFUNDS</b>								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	31,136	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - PD	31,136	0.00	50,000	0.00	50,000	0.00	50,000	0.00
<b>TOTAL</b>	<b>31,136</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
<b>Technology Trust Fund Refunds - 1231009</b>								
PROGRAM-SPECIFIC								
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	10,000	0.00	10,000	0.00
TOTAL - PD	0	0.00	0	0.00	10,000	0.00	10,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$31,136</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$60,000</b>	<b>0.00</b>	<b>\$60,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Refunds Core
<b>Core</b>	Refunds

<b>Budget Unit</b>	23145C
<b>HB Section</b>	12.065

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	0	50,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>

**FTE**      0.00      0.00      0.00      0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. CORE DESCRIPTION**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area.

We have expanded online filing in Business Services, which automatically determines the total fees owed, and these are then paid by credit card and ACH debit. Other divisions using this appropriation are Archives and Securities.

**3. PROGRAM LISTING (list programs included in this core funding)**

Refunds

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	0	50,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>

**FTE**      0.00      0.00      0.00      0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

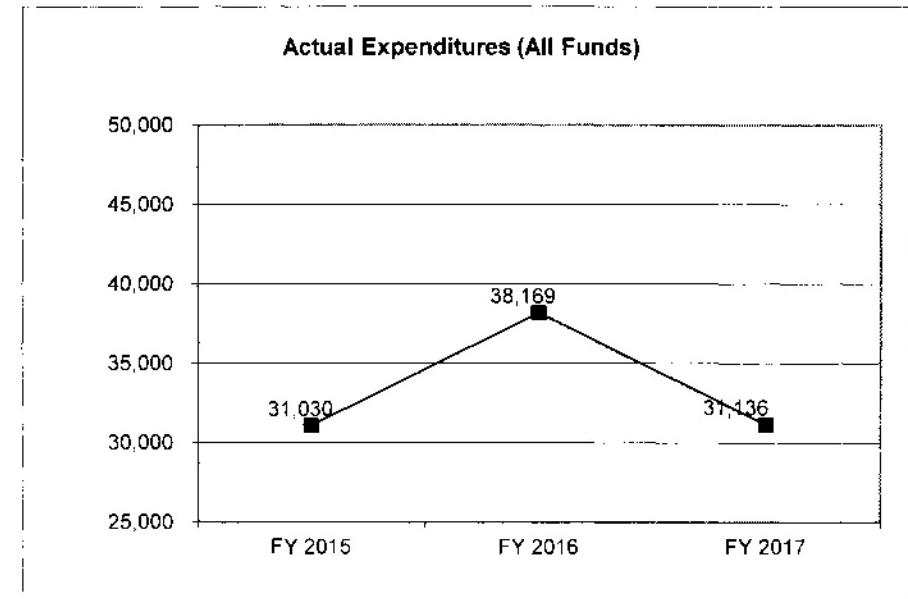
Other Funds:

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds Core		
<b>Core</b>	Refunds	<b>HB Section</b>	12,065

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	50,000	50,000	N/A
Actual Expenditures (All Funds)	31,030	38,169	31,136	N/A
Unexpended (All Funds)	18,970	11,831	18,864	N/A
Unexpended, by Fund:				
General Revenue	18,970	11,831	18,864	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REFUNDS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFF AFTER VETOES	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
DEPARTMENT CORE REQUEST	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
GOVERNOR'S RECOMMENDED CORE	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>REFUNDS</b>								
<b>CORE</b>								
REFUNDS	31,136	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - PD	31,136	0.00	50,000	0.00	50,000	0.00	50,000	0.00
<b>GRAND TOTAL</b>	<b>\$31,136</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$31,136	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.065

**Program Name** Refunds Core

**Program is found in the following core budget(s)** Refunds

**1. What does this program do?**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution

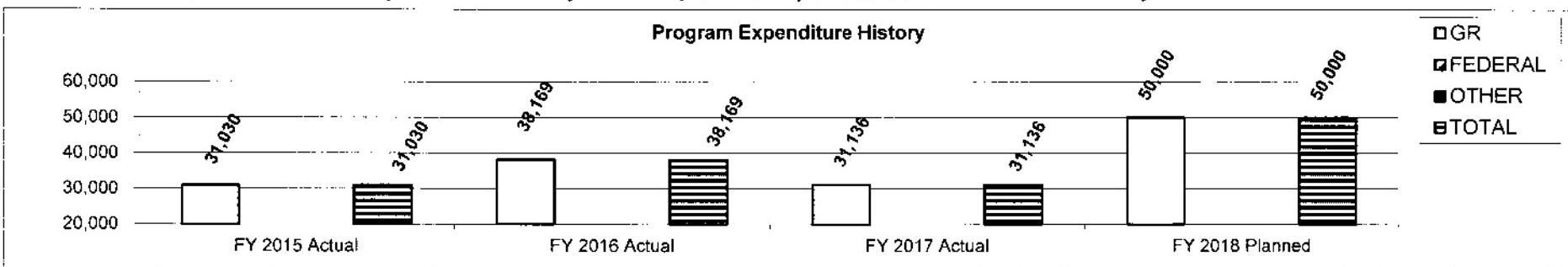
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION		
<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.065
<b>Program Name</b> Refunds Core		
<b>Program is found in the following core budget(s)</b> Refunds		
<b>6. What are the sources of the "Other" funds?</b>		
<b>7a. Provide an effectiveness measure.</b>		
None		
<b>7b. Provide an efficiency measure.</b>		
Rather than return a check for an incorrect amount and delay processing of the filing or other service, this office will deposit the check and refund the excess fee collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.		
<b>7c. Provide the number of clients/individuals served, if applicable.</b>		
None		
<b>7d. Provide a customer satisfaction measure, if available.</b>		
None		

## NEW DECISION ITEM

RANK: 13 OF 14

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds		
<b>DI Name</b>	Technology Trust Fund Refunds	<b>DI#</b>	1231009

**1. AMOUNT OF REQUEST**

	FY 2019 Budget Request				E	FY 2019 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS	0	0	0	0		PS	0	0	0
EE	0	0	0	0		EE	0	0	0
PSD	0	0	10,000	10,000		PSD	0	0	10,000
TRF	0	0	0	0		TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>		<b>Total</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Technology Trust Fund (0266)

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

New Legislation	New Program	Fund Switch
Federal Mandate	Program Expansion	Cost to Continue
GR Pick-Up	Space Request	Equipment Replacement
Pay Plan	X Other: To correctly allocate Business Services refunds	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Office of the Secretary of State collects revenue, often received in the form of a check, for services provided. Refunds results when an overpayment occurs. Original deposits of these monies are made to General Revenue Fund and the Technology Trust Fund. In order to accurately reflect the refund based on the original allocation of the deposit, this new decision item is required so that refunds can be made from the Technology Trust Fund, not just the General Revenue Fund.

## NEW DECISION ITEM

RANK: 13 OF 14

Department	Secretary of State	Budget Unit	23145C
Division	Refunds		
DI Name	Technology Trust Fund Refunds	DI#1231009	HB Section 12.065

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The Office of the Secretary of State currently has a \$50,000 refund appropriation out of General Revenue. It is estimated no more than 20% of that appropriation will be required for the refunds made from the Technology Trust Fund.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	Dept Req E
	0	0.0	0	0.0	0	0.0	0	0.0	0	0
Total PS										
							0	0	0.0	
Total EE	0		0		0		0		0	
							0		0	
Refunds (BOBC 780)					10,000		10,000		10,000	
Total PSD	0		0		10,000		10,000		10,000	
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	10,000	0.0	10,000	0.0	10,000	0

**NEW DECISION ITEM**  
 RANK: 13 OF 14

Department	Secretary of State	Budget Unit	23145C					
Division	Refunds							
DI Name	Technology Trust Fund Refunds	DI#1231009	HB Section 12.065					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE
Total PS	0	0.0	0	0.0	0	0.0	0	0.0
							0	0
							0	0
							0	0
Total EE	0		0		0		0	
Refunds (BOBC 780)					10,000		10,000	
Total PSD	0		0		10,000		10,000	
Transfers								E
Total TRF	0		0		0		0	0 E
Grand Total	0	0.0	0	0.0	10,000	0.0	10,000	0.0

**NEW DECISION ITEM**  
RANK: 13 OF 14

Department	Secretary of State	Budget Unit	23145C	
Division	Refunds			
DI Name	Technology Trust Fund Refunds	DI#1231009	HB Section	12.065

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

6a. Provide an effectiveness measure.

6b. Provide an efficiency measure.

6c. Provide the number of clients/individuals served, if applicable.

6d. Provide a customer satisfaction measure, if available.

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

### DECISION ITEM DETAIL

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>REFUNDS</b>								
Technology Trust Fund Refunds - 1231009								
REFUNDS	0	0.00	0	0.00	10,000	0.00	10,000	0.00
TOTAL - PD	0	0.00	0	0.00	10,000	0.00	10,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$10,000	0.00	\$10,000	0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>INVESTORS' RESTITUTION</b>								
CORE								
PROGRAM-SPECIFIC								
INVESTORS RESTITUTION FUND	188,828	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - PD	188,828	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
<b>TOTAL</b>	<b>188,828</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$188,828</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

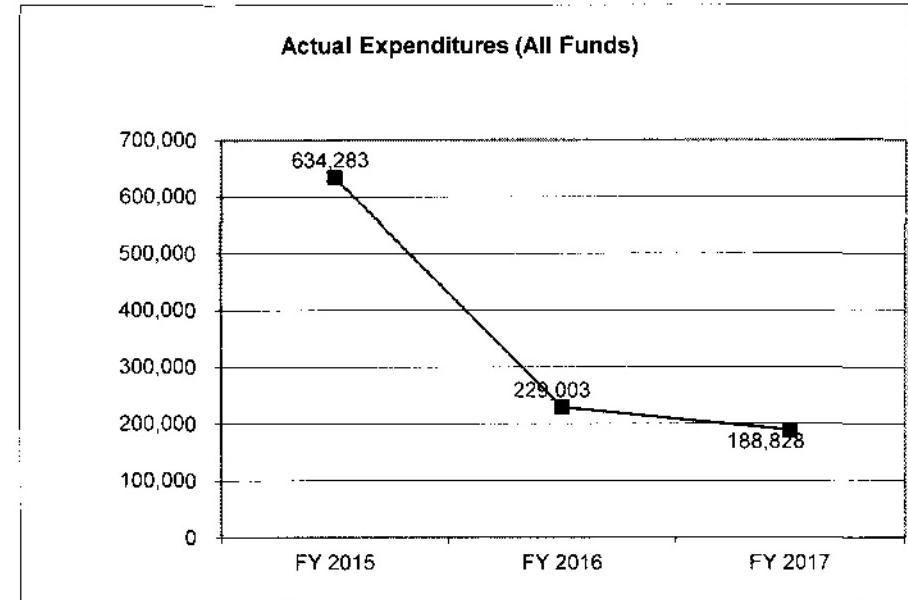
<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core</b>	Investor Restitution Fund	<b>HB Section</b>	12.070
<b>1. CORE FINANCIAL SUMMARY</b>			
<b>FY 2019 Budget Request</b>			
GR      Federal      Other      Total			
PS	0	0	0
EE	0	0	0
PSD	0	0	2,000,000
TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>			
	0.00	0.00	0.00
<b>Est. Fringe</b>	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds: Investor Restitution (0741)			
<b>2. CORE DESCRIPTION</b>			
This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions. During the course of a year, it is never known how much money might be paid into the fund, or needed for distribution from the fund. In 2013, one case resulted in \$1.6 million returned to investors.			
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>			
Investor Restitution			
<b>FY 2019 Governor's Recommendation</b>			
GR      Fed      Other      Total			
PS	0	0	0
EE	0	0	0
PSD	0	0	2,000,000
TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>			
	0.00	0.00	0.00
<b>Est. Fringe</b>	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds:			

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core</b>	Investor Restitution Fund	<b>HB Section</b>	12.070

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	2,000,000	2,000,000	2,000,000	2,000,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	2,000,000	2,000,000	2,000,000	N/A
Actual Expenditures (All Funds)	634,283	229,003	188,828	N/A
Unexpended (All Funds)	1,365,717	1,770,997	1,811,172	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1,365,717	1,770,997	1,811,172	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** Restitution paid to aggrieved investors securities fraud victims is dependent on enforcement proceedings and court orders and cannot be projected.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
INVESTORS' RESTITUTION**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>INVESTORS' RESTITUTION</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	188,828	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - PD	188,828	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
<b>GRAND TOTAL</b>	<b>\$188,828</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$188,828	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00

## PROGRAM DESCRIPTION

Department Secretary of State Program Name Securities Program is found in the following core budget(s) Investor Restitution Fund	HB Section(s):	12.070
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**1. What does this program do?**

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 409.6-603(e), RSMo.

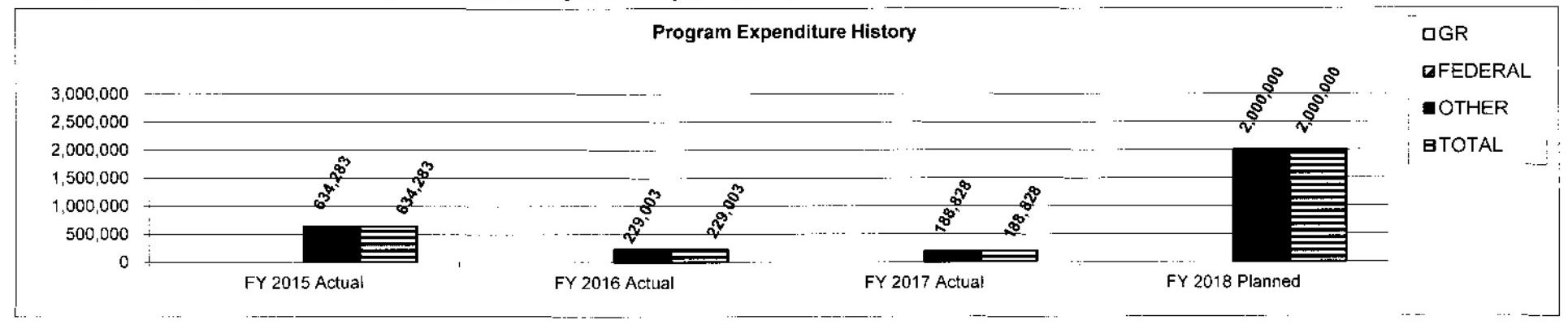
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State <b>Program Name</b> Securities <b>Program is found in the following core budget(s)</b> Investor Restitution Fund	<b>HB Section(s):</b> 12.070
<b>6.</b> What are the sources of the "Other" funds?	Investor Restitution Fund (0741)
<b>7a.</b> Provide an effectiveness measure.	N/A
<b>7b.</b> Provide an efficiency measure.	N/A
<b>7c.</b> Provide the number of clients/individuals served, if applicable.	One thousand twelve hundred ninety one payments were made to securities fraud victims in FY2013-17.
<b>7d.</b> Provide a customer satisfaction measure, if available.	Money is returned to victims of securities fraud.

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>FAMILY TRUST COMPANY FUND</b>								
Family Trust Company - 1231010								
EXPENSE & EQUIPMENT								
FAMILY TRUST COMPANY FUND	0	0.00	0	0.00	20,000	0.00	20,000	0.00
TOTAL - EE	0	0.00	0	0.00	20,000	0.00	20,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>20,000</b>	<b>0.00</b>	<b>20,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>

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## NEW DECISION ITEM

RANK: 14 OF 14

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23152C
<b>Division</b>	Administrative Services		
<b>DI Name</b>	Family Trust Company Fund E & E	<b>DI#</b>	1231010

**1. AMOUNT OF REQUEST**

	FY 2019 Budget Request				FY 2019 Governor's Recommendation					
	GR	Federal	Other	Total	E	GR	Federal	Other	Total	E
PS	0	0	0	0		PS	0	0	0	0
EE	0	0	20,000	20,000		EE	0	0	20,000	20,000
PSD	0	0	0	0		PSD	0	0	0	0
TRF	0	0	0	0		TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>		<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Family Trust Company Fund (0810)

Other Funds: Family Trust Company Fund (0810)

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input checked="" type="checkbox"/> New Legislation	New Program	Fund Switch
<input type="checkbox"/> Federal Mandate	Program Expansion	Cost to Continue
<input type="checkbox"/> GR Pick-Up	Space Request	Equipment Replacement
<input type="checkbox"/> Pay Plan	Other:	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

House Bill 292 was passed and RSMo 362.010(8) allows for a family trust company to be defined as a corporation or limited liability company organized or qualified to do business in Missouri that is wholly owned and exclusively controlled by one or more family members that operates for the exclusive benefit of a family member regardless of whether compensation is received or anticipated.

RSMo 362.1030 established the Family Trust Company Fund which consists of all fees collected by the Secretary of State from family trust companies. The fund shall be used solely to support the secretary's role and fulfillment of duties in RSMo 362.1010 to 362.1117.

## NEW DECISION ITEM

RANK: 14 OF 14

Department	Secretary of State	Budget Unit	23152C
Division	Administrative Services		
DI Name	Family Trust Company Fund E & E	DI#1231010	HB Section 12.075

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The Business Services filing system will need to be modified to include this type of filing. The number of family trust companies established is unknown at this time but each filing cost \$5,000. It's estimated that four will be completed the first fiscal year; therefore, the \$20,000 request is to expend such funds, if collected, to make modifications needed to the business filing system.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	Dept Req E
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
Professional Services (400)					20,000		20,000		0	
Total EE	0		0		20,000		20,000		0	
Total PSD	0		0		0		0		0	
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	20,000	0.0	20,000	0.0	0	

**NEW DECISION ITEM**  
**RANK: 14**      **OF 14**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>		23152C	
<b>Division</b>	Administrative Services				
<b>DI Name</b>	Family Trust Company Fund E & E	<b>DI#</b> 1231010		<b>HB Section</b> 12.075	
<hr/>					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS
					Gov Rec OTHER FTE
					Gov Rec TOTAL DOLLARS
					Gov Rec TOTAL FTE
					Gov Rec One-Time DOLLARS
					E
Total PS	0	0.0	0	0.0	0
					0
					0
					0
Professional Services (BOBC 400)				20,000	20,000
Total EE	0		0	20,000	20,000
					0
Program Distributions					0
Total PSD	0		0		0
					0
Transfers					0
Total TRF	0		0		0
Grand Total	0	0.0	0	0.0	20,000
				0.0	20,000
					0

**NEW DECISION ITEM**  
RANK: 14 OF 14

Department	Secretary of State	Budget Unit	23152C
Division	Administrative Services		
DI Name	Family Trust Company Fund E & E	DI#	1231010

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

6a. Provide an effectiveness measure.

6b. Provide an efficiency measure.

6c. Provide the number of clients/individuals served, if applicable.

6d. Provide a customer satisfaction measure, if available.

**NEW DECISION ITEM**  
RANK: 14 OF 14

Department	Secretary of State	Budget Unit	23152C
Division	Administrative Services		
DI Name	Family Trust Company Fund E & E	DI#	1231010
		HB Section	12.075
<b>7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:</b>			

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>FAMILY TRUST COMPANY FUND</b>								
Family Trust Company - 1231010								
PROFESSIONAL SERVICES	0	0.00	0	0.00	20,000	0.00	20,000	0.00
TOTAL - EE	0	0.00	0	0.00	20,000	0.00	20,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$20,000	0.00	\$20,000	0.00



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	2,341,601	0.00		1	0.00		1	0.00
TOTAL - EE	2,341,601	0.00		1	0.00		1	0.00
<b>TOTAL</b>	<b>2,341,601</b>	<b>0.00</b>		<b>1</b>	<b>0.00</b>		<b>1</b>	<b>0.00</b>
<b>Elections Public Notice - 1231001</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00		0	0.00		6,000,000	0.00
TOTAL - EE	0	0.00		0	0.00		6,000,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>		<b>0</b>	<b>0.00</b>		<b>6,000,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,341,601</b>	<b>0.00</b>		<b>\$1</b>	<b>0.00</b>		<b>\$6,000,001</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core</b>	Elections Public Notice

Budget Unit 23151C

HB Section 12.080

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1	0	0	1
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

FTE      **0.00**      **0.00**      **0.00**      **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	1	0	0	1
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

FTE      **0.00**      **0.00**      **0.00**      **0.00**

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

Article XII Section 2(b) and Section 116.260, RSMo. require the Office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly. As of August 23, 2017, 267 initiative petitions have been filed with the Secretary of State's office, with an unknown number of joint resolutions to be filed during the Second Regular Session of the 99th General Assembly. Note: not all filed initiative petitions and joint resolutions will ultimately reach the ballot.

**3. PROGRAM LISTING (list programs included in this core funding)**

Elections Public Notice

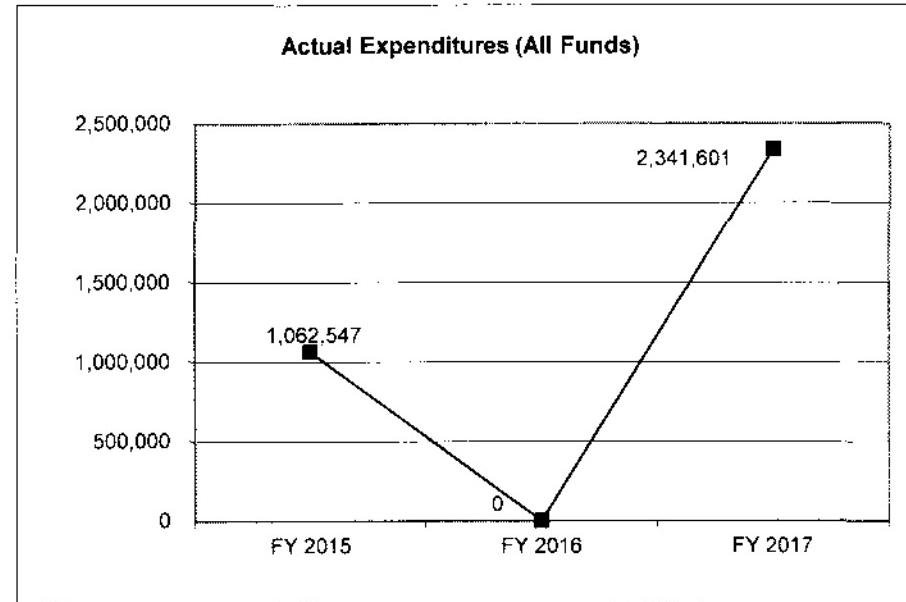
### CORE DECISION ITEM

**Department** Secretary of State  
**Division** Elections  
**Core** Elections Public Notice

**Budget Unit** 23151C  
**HB Section** 12.080

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	1,189,218	100,000	2,600,000	1
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1,189,218	100,000	2,600,000	N/A
Actual Expenditures (All Funds)	1,062,547	0	2,341,601	N/A
Unexpended (All Funds)	126,671	100,000	258,399	N/A
Unexpended, by Fund:				
General Revenue	126,671	100,000	258,399	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTIONS PUBLIC NOTICE

### 5. CORE RECONCILIATION DETAIL

Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>						
EE	0.00	1	0	0	1	
<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>DEPARTMENT CORE REQUEST</b>						
EE	0.00	1	0	0	1	
<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>						
EE	0.00	1	0	0	1	
<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	2,341,601	0.00	1	0.00	1	0.00	1	0.00
TOTAL - EE	2,341,601	0.00	1	0.00	1	0.00	1	0.00
<b>GRAND TOTAL</b>	<b>\$2,341,601</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>
GENERAL REVENUE	\$2,341,601	0.00	\$1	0.00	\$1	0.00	\$1	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s):	12.080
Program Name Elections Public Notice		
Program is found in the following core budget(s) Elections		

### 1. What does this program do?

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures as required by the Missouri Constitution and Missouri law. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution, Article XII, Section 2(b) and Section 116.260, RSMo.

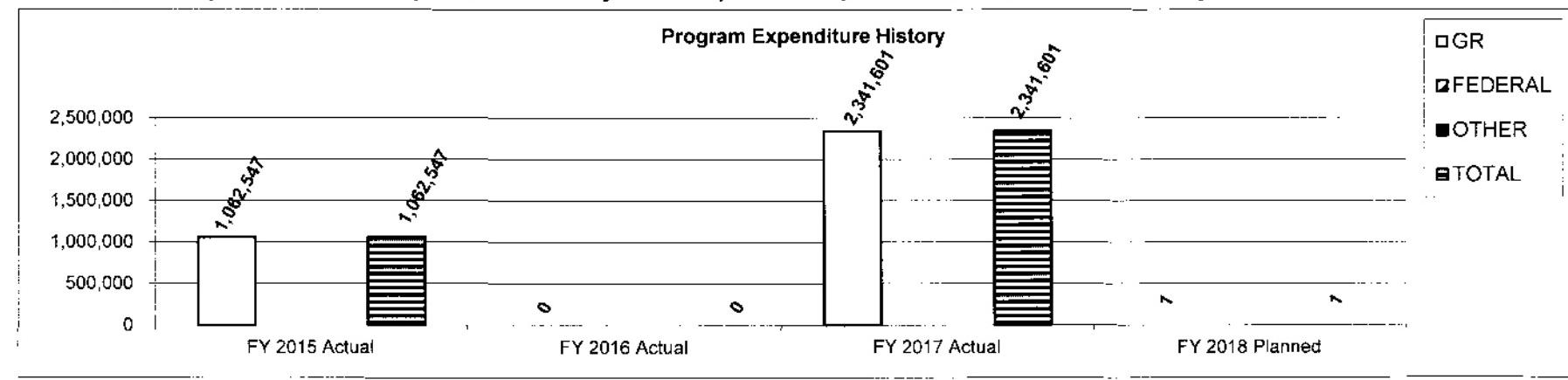
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s):	12.080
Program Name Elections Public Notice		
Program is found in the following core budget(s) Elections		
<p>6. What are the sources of the "Other" funds?</p> <p>7a. Provide an effectiveness measure. This program provides an avenue to notify Missouri voters of proposed changes to the state constitution and/or state statutes prior to election day.</p> <p>7b. Provide an efficiency measure. Publishing requirements were met according to the state constitution and state statutes.</p> <p>7c. Provide the number of clients/individuals served, if applicable.</p> <p>7d. Provide a customer satisfaction measure, if available.</p>		

NEW DECISION ITEM				
RANK:	5	OF	14	
Department: Secretary of State	Budget Unit 23151C			
Division: Elections				
DI Name: Elections Public Notice	DI#:		1231001	
	House Bill		12.080	
<b>1. AMOUNT OF REQUEST</b>				
<b>FY 2019 Budget Request</b>				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	6,000,000	0	0	6,000,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
 FTE	0.00	0.00	0.00	0.00
 <i>Est. Fringe</i>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
 Other Funds:				
<b>FY 2019 Governor's Recommendation</b>				
	GR	Fed	Other	Total
PS	0	0	0	0
EE	6,000,000	0	0	6,000,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
 FTE	0.00	0.00	0.00	0.00
 <i>Est. Fringe</i>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
 Other Funds:				
<b>2. THIS REQUEST CAN BE CATEGORIZED AS:</b>				
New Legislation	New Program		Fund Switch	
Federal Mandate	Program Expansion		Cost to Continue	
GR Pick-Up	Space Request		Equipment Replacement	
Pay Plan	X	Other:	Increase to publish election notices in FY19	
<b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b>				
<p>Missouri Constitution, Article XII, Section 2(b.) and 116.260 RSMo requires the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted during an election. Additional funds are required to cover the cost of publishing the measures in local newspapers, which provides Missouri voters with necessary material to make informed voting choices. This request will allow the State to meet its constitutional and statutory obligations during FY19.</p>				

NEW DECISION ITEM									
RANK: <u>5</u>		OF <u>14</u>							
Department: Secretary of State				Budget Unit	<u>23151C</u>				
Division: Elections									
DI Name: Elections Public Notice	DI#:1231001			House Bill	<u>12.080</u>				
<b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b>									
<p>The cost is dependent on the number of measures placed on the ballot by initiative petition or by joint resolution of the General Assembly. It is not possible to predict the number of ballot issues in a given year or the size each initiative petition's full text. This request is for an increase to the appropriation which allows for timely payment of participating newspapers if additional issues are brought to the voters. This decision item is necessary to have funds available to cover the costs of additional ballot measures.</p>									
Actual expenditures and number of ballot issues:									
FY2007 - \$1,158,155 - 6	FY2013 - \$2,165,100 - 5								
FY2009 - \$1,349,126 - 5	FY2015 - \$1,062,547 - 9								
FY2011 - \$1,020,281 - 6	FY2017 - \$2,341,601 - 6								
<b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b>									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (BOBC 400)	6,000,000						6,000,000		6,000,000
Total EE	<u>6,000,000</u>		<u>0</u>		<u>0</u>		<u>6,000,000</u>		<u>6,000,000</u>
	0				0		0		0
Total PSD	0		0		0		0		0
Total TRF	0		0		0		0		0
Grand Total	6,000,000	0.0	0	0.0	0	0.0	6,000,000	0.0	6,000,000

NEW DECISION ITEM									
		RANK: <u>5</u>		OF <u>14</u>					
Department: Secretary of State				Budget Unit <u>23151C</u>					
Division: Elections									
DI Name: Elections Public Notice		DI#:1231001		House Bill <u>12.080</u>					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0.0
Professional Services (BOBC 400)	<u>6,000,000</u>						<u>6,000,000</u>		<u>6,000,000</u>
Total EE	<u>6,000,000</u>		0		0		<u>6,000,000</u>		<u>6,000,000</u>
Total PSD	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total TRF	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grand Total	<u>6,000,000</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>6,000,000</u>	<u>0.0</u>	<u>6,000,000</u>
<b>6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with &amp; without additional funding.)</b>									
6a.	Provide an effectiveness measure.  Additional funding will permit the Secretary of State to meet statutory requirements to inform voters of the proposed changes to the state Constitution and/or state statutes.				6b.	Provide an efficiency measure.  Publishing requirements will be met according to the state Constitution and state statutes.			
6c.	Provide the number of clients/individuals served, if applicable.  All registered Missouri voters.				6d.	Provide a customer satisfaction measure, if available.			
<b>7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:</b>									
The Secretary of State will comply with state statutes relating to publication of statewide ballot measures.									

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
Elections Public Notice - 1231001								
PROFESSIONAL SERVICES	0	0.00	0	0.00	6,000,000	0.00	6,000,000	0.00
TOTAL - EE	0	0.00	0	0.00	6,000,000	0.00	6,000,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$6,000,000</b>	<b>0.00</b>	<b>\$6,000,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$6,000,000	0.00	\$6,000,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ABSENTEE BALLOTS</b>								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	111,070	0.00	48,000	0.00	48,000	0.00	48,000	0.00
TOTAL - PD	111,070	0.00	48,000	0.00	48,000	0.00	48,000	0.00
<b>TOTAL</b>	<b>111,070</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
Absentee Ballots - 1231002								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	0	0.00	5,000	0.00	5,000	0.00
TOTAL - EE	0	0.00	0	0.00	5,000	0.00	5,000	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	0	0.00	0	0.00	70,000	0.00	70,000	0.00
TOTAL - PD	0	0.00	0	0.00	70,000	0.00	70,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>75,000</b>	<b>0.00</b>	<b>75,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$111,070</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$125,000</b>	<b>0.00</b>	<b>\$125,000</b>	<b>0.00</b>

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**CORE DECISION ITEM**

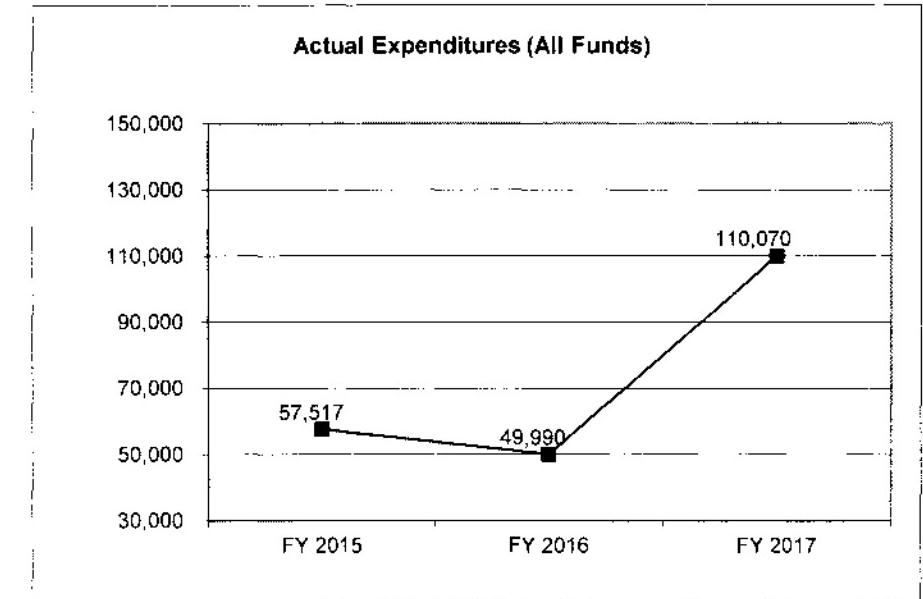
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23148C								
<b>Division</b>	Elections												
<b>Core</b>	Absentee Ballots			<b>HB Section</b>	12.085								
<b>1. CORE FINANCIAL SUMMARY</b>													
<b>FY 2019 Budget Request</b>				<b>FY 2019 Governor's Recommendation</b>									
GR      Federal      Other      Total				GR      Fed      Other      Total									
PS	0	0	0	0	0	0	0						
EE	2,000	0	0	2,000	2,000	0	0						
PSD	48,000	0	0	48,000	48,000	0	0						
TRF	0	0	0	0	0	0	0						
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>						
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00						
<i>Est. Fringe</i>	0	0	0	0	<i>Est. Fringe</i>	0	0						
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.									
Other Funds:				Other Funds:									
<b>2. CORE DESCRIPTION</b>													
115.285, RSMo. requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, requires postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State. This core is to allow the Elections Division to pay local election authorities for using business reply permit on absentee envelopes returned by voters in accordance with Missouri law.													
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>													
Absentee Ballots													

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23148C
<b>Division</b>	Elections		
<b>Core</b>	Absentee Ballots	<b>HB Section</b>	12.085

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	151,000	50,000	190,000	50,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	151,000	50,000	190,000	N/A
Actual Expenditures (All Funds)	57,517	49,990	110,070	N/A
Unexpended (All Funds)	<u>93,483</u>	<u>10</u>	<u>79,930</u>	N/A
Unexpended, by Fund:				
General Revenue	93,483	10	79,930	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ABSENTEE BALLOTS

### 5. CORE RECONCILIATION DETAIL

Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>						
EE	0.00	2,000	0	0	2,000	
PD	0.00	48,000	0	0	48,000	
<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>						
EE	0.00	2,000	0	0	2,000	
PD	0.00	48,000	0	0	48,000	
<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>						
EE	0.00	2,000	0	0	2,000	
PD	0.00	48,000	0	0	48,000	
<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
SUPPLIES	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00
PROGRAM DISTRIBUTIONS	111,070	0.00	48,000	0.00	48,000	0.00	48,000	0.00
TOTAL - PD	111,070	0.00	48,000	0.00	48,000	0.00	48,000	0.00
<b>GRAND TOTAL</b>	<b>\$111,070</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$111,070	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s):	12.085
Program Name Elections		
Program is found in the following core budget(s) Absentee Ballots		

**1. What does this program do?**

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation and in compliance with the requirements of 115.285, RSMo. reimburses the local election authority for the expenses incurred.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.285, RSMo.

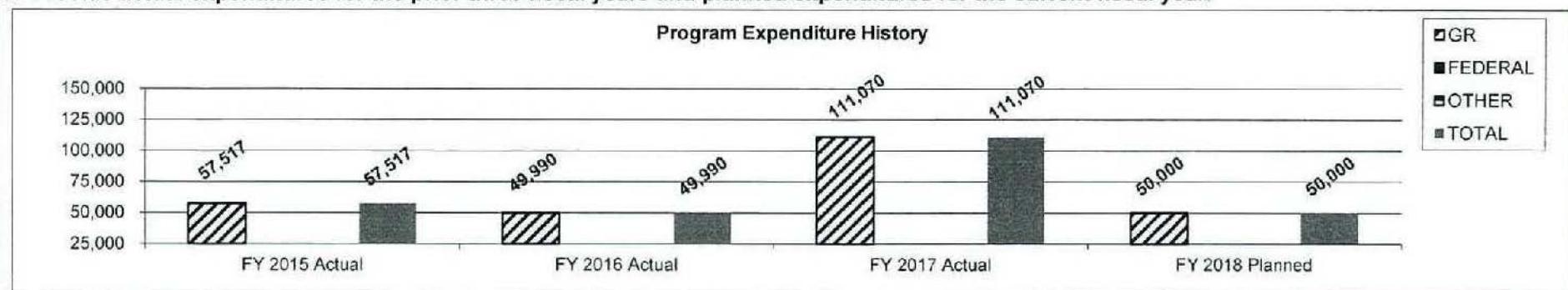
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

Since the passage of HB 676 in 1999, voters have been able to return their absentee ballot via mail, without personally incurring any costs to do so.

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.085
<b>Program Name</b> Elections		
<b>Program is found in the following core budget(s)</b> Absentee Ballots		

**7b. Provide an efficiency measure.**

Payments to local elections authorities are made, if possible, within 10 days of submission date.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local elections authorities and thousands of absentee voters.

In Calendar Year 2008, 344,199 absentee ballots were cast.

In Calendar Year 2010, 173,639 absentee ballots were cast.

In Calendar Year 2012, 271,972 absentee ballots were cast.

In Calendar Year 2014, 137,006 absentee ballots were cast.

In Calendar Year 2016, 417,096 absentee ballots were cast.

**7d. Provide a customer satisfaction measure, if available.**

Article VIII, Section 7 provides that all qualified Missouri voters who are absent on Election Day may be allowed to vote absentee, according to Missouri law. This program ensures that those voters that must vote absentee can do so without incurring any undue financial cost.

NEW DECISION ITEM																																																													
RANK: <u>6</u>		OF <u>14</u>																																																											
Department: Secretary of State			Budget Unit <u>23148C</u>																																																										
Division: Elections																																																													
DI Name: Absentee Ballots New Decision Item		DI#:		<u>1231002</u>																																																									
HB Section		<u>12.085</u>																																																											
<b>1. AMOUNT OF REQUEST</b>																																																													
<table border="1"> <thead> <tr> <th colspan="4">FY 2019 Budget Request</th> <th colspan="4">FY 2019 Governor's Recommendation</th> </tr> <tr> <th>GR</th> <th>Federal</th> <th>Other</th> <th>Total</th> <th>GR</th> <th>Fed</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>5,000</td> <td>0</td> <td>0</td> <td>EE</td> <td>5,000</td> <td>0</td> <td>5,000</td> </tr> <tr> <td>PSD</td> <td>70,000</td> <td>0</td> <td>0</td> <td>PSD</td> <td>70,000</td> <td>0</td> <td>70,000</td> </tr> <tr> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> <td>TRF</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>75,000</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>Total</b></td> <td><b>75,000</b></td> <td><b>0</b></td> <td><b>75,000</b></td> </tr> </tbody> </table>						FY 2019 Budget Request				FY 2019 Governor's Recommendation				GR	Federal	Other	Total	GR	Fed	Other	Total	PS	0	0	0	PS	0	0	0	EE	5,000	0	0	EE	5,000	0	5,000	PSD	70,000	0	0	PSD	70,000	0	70,000	TRF	0	0	0	TRF	0	0	0	<b>Total</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>
FY 2019 Budget Request				FY 2019 Governor's Recommendation																																																									
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<p>Other Funds:</p>																																																													
<p><b>2. THIS REQUEST CAN BE CATEGORIZED AS:</b></p>																																																													
<input type="checkbox"/> New Legislation <input type="checkbox"/> Federal Mandate <input type="checkbox"/> GR Pick-Up <input type="checkbox"/> Pay Plan		<input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion <input type="checkbox"/> Space Request <input checked="" type="checkbox"/> Other: <u>Mandated by 115.285 RSMo</u>		<input type="checkbox"/> Fund Switch <input type="checkbox"/> Cost to Continue <input type="checkbox"/> Equipment Replacement																																																									
<p><b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b></p>																																																													
<p>115.285, RSMo. requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, requires postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State. This program allows for voters to return their absentee ballots to their LEA at no expense to the voter.</p>																																																													

NEW DECISION ITEM									
RANK: <u>6</u>		OF <u>14</u>							
Department: Secretary of State	Budget Unit <u>23148C</u>								
Division: Elections									
DI Name: Absentee Ballots New Decision Item	DI# <u>1231002</u>								
	HB Section <u>12.085</u>								
<b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAPP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b>									
<p>As a result of the cyclical nature of elections, the expense of this program will increase in FY19 from the current fiscal year. In FY17, there was a primary election as well as general election held for both Federal and State races, including a major presidential election and presidential preference primary election, much like the 2008 election cycle, which was included in FY09. This fund was previously an E appropriation. The change in status requires a change in budget to be more in line with historical trends in actual expenditures. Expenditures have increased due to the increase in ballot initiatives and special elections, as well as increases in postage. All 116 election jurisdictions are eligible for absentee postage reimbursement under 115.285 RSMo.</p>									
Actual Expenditures:									
FY2009 - \$115,672.67	FY2012 - \$44,400.12	FY2015 - \$57,517.24							
FY2010 - \$56,737.41	FY2013 - \$96,534.31	FY2016 - \$49,990.17							
FY2011 - \$81,341.23	FY2014 - \$50,000.00	FY2017 - \$111,070.17							
<b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b>									
Budget Object Class/Job Class	Dept Req GR	Dept Req GR	Dept Req FED	Dept Req FED	Dept Req OTHER	Dept Req OTHER	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Supplies (BOBC 190)	5,000						5,000		5,000
Total EE	5,000		0		0		5,000		5,000
Program Distributions (BOBC 800)	70,000		0		0		70,000		70,000
Total PSD	70,000		0		0		70,000		70,000
Total TRF	0		0		0		0		0
<b>Grand Total</b>	<b>75,000</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>75,000</b>	<b>0.0</b>	<b>75,000</b>

NEW DECISION ITEM									
RANK: <u>6</u>			OF <u>14</u>						
Department: Secretary of State			Budget Unit <u>23148C</u>						
Division: Elections									
DI Name: Absentee Ballots New Decision Item			DI#: <u>1231002</u>		HB Section <u>12.085</u>				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
Supplies (BOBC 190)	<u>5,000</u>						<u>5,000</u>		<u>5,000</u>
Total EE	<u>5,000</u>		<u>0</u>		<u>0</u>		<u>5,000</u>		<u>5,000</u>
Program Distributions (BOBC 800)	<u>70,000</u>				<u>0</u>		<u>70,000</u>		<u>70,000</u>
Total PSD	<u>70,000</u>		<u>0</u>		<u>0</u>		<u>70,000</u>		<u>70,000</u>
Total TRF	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Grand Total	<u>75,000</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>75,000</u>	<u>0.0</u>	<u>75,000</u>
<b>6. PERFORMANCE MEASURES</b> (If new decision item has an associated core, separately identify projected performance with & without additional funding.)									
6a.	<b>Provide an effectiveness measure.</b> Additional funding will ensure that voters incur no expense to vote absentee by mail.				6b. <b>Provide an efficiency measure.</b> Payments to local election authorities are made, if possible, within 10 days of submission date.				
6c.	<b>Provide the number of clients/individuals served, if applicable.</b> Qualified registered Missouri voters				6d. <b>Provide a customer satisfaction measure, if available.</b>				
<b>7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:</b> The Secretary of State, through this appropriation, reimburses the local election authorities for the expenses incurred.									

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ABSENTEE BALLOTS</b>								
Absentee Ballots - 1231002								
SUPPLIES	0	0.00	0	0.00	5,000	0.00	5,000	0.00
TOTAL - EE	0	0.00	0	0.00	5,000	0.00	5,000	0.00
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	70,000	0.00	70,000	0.00
TOTAL - PD	0	0.00	0	0.00	70,000	0.00	70,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$75,000</b>	<b>0.00</b>	<b>\$75,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$75,000	0.00	\$75,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>FEDERAL ELECTION REFORM</b>									
CORE									
EXPENSE & EQUIPMENT									
ELECTION ADMIN IMPROVEMENT	2,232,499	0.00	2,347,820	0.00	2,347,820	0.00	2,347,820	0.00	
ELECTION IMPROV REVOLVING LOAN	0	0.00	45,010	0.00	45,010	0.00	45,010	0.00	
TOTAL - EE	2,232,499	0.00	2,392,830	0.00	2,392,830	0.00	2,392,830	0.00	
PROGRAM-SPECIFIC									
ELECTION ADMIN IMPROVEMENT	2,939,348	0.00	6,618,675	0.00	6,618,675	0.00	6,618,675	0.00	
ELECTION IMPROV REVOLVING LOAN	0	0.00	4,990	0.00	4,990	0.00	4,990	0.00	
TOTAL - PD	2,939,348	0.00	6,623,665	0.00	6,623,665	0.00	6,623,665	0.00	
<b>TOTAL</b>	<b>5,171,847</b>	<b>0.00</b>	<b>9,016,495</b>	<b>0.00</b>	<b>9,016,495</b>	<b>0.00</b>	<b>9,016,495</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$5,171,847</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Federal Election Reform

**Budget Unit** 23153C  
**HB Section** 12.090

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	2,392,830	0	2,392,830
PSD	0	6,623,665	0	6,623,665
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>

**FTE**      0.00      0.00      0.00      0.00

**Est. Fringe**      0      0      0      0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	2,392,830	0	2,392,830
PSD	0	6,623,665	0	6,623,665
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>

**FTE**      0.00      0.00      0.00      0.00

**Est. Fringe**      0      0      0      0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

This federal program provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the United States Elections Assistance Commission (EAC) and interest has accrued. A transfer from the Special Elections Subsidy Fund is made annually that provides for federally required matching for maintenance requirements and supports other Help America Vote Act activities.

**3. PROGRAM LISTING (list programs included in this core funding)**

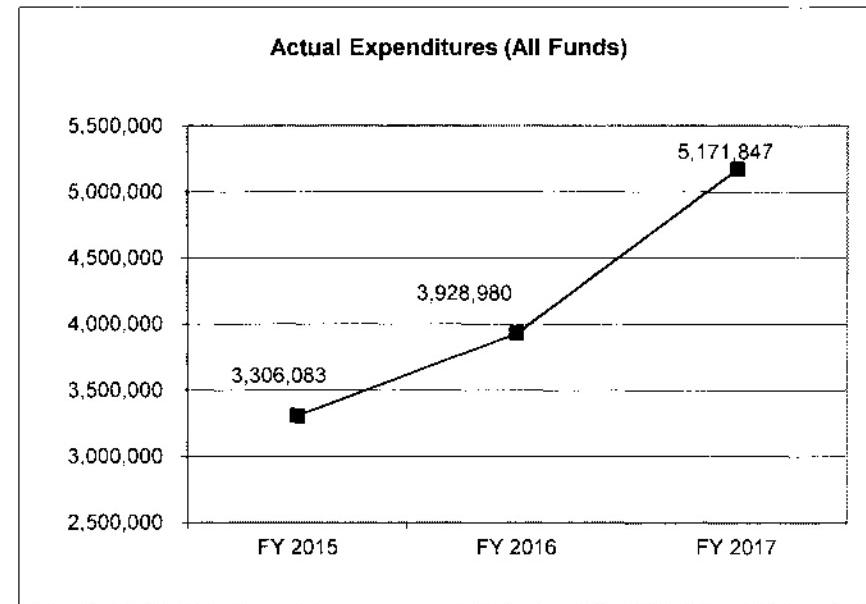
Federal Election Reform

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C
<b>Division</b>	Elections	<b>HB Section</b>	12.090
<b>Core</b>	Federal Election Reform		

**4. FINANCIAL HISTORY**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	9,362,680	9,016,495	9,016,495	9,016,495
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	9,362,680	9,016,495	9,016,495	9,016,495
Actual Expenditures (All Funds)	3,306,083	3,928,980	5,171,847	N/A
Unexpended (All Funds)	6,056,597	5,087,515	3,844,648	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	6,056,597	5,087,515	3,844,648	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL ELECTION REFORM

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	2,392,830	0	2,392,830	
	PD	0.00	0	6,623,665	0	6,623,665	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	2,392,830	0	2,392,830	
	PD	0.00	0	6,623,665	0	6,623,665	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	2,392,830	0	2,392,830	
	PD	0.00	0	6,623,665	0	6,623,665	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,016,495</b>	<b>0</b>	<b>9,016,495</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	5,188	0.00	4,500	0.00	4,500	0.00	4,500	0.00
TRAVEL, OUT-OF-STATE	3,727	0.00	2,500	0.00	2,501	0.00	2,501	0.00
FUEL & UTILITIES	0	0.00	12,000	0.00	12,000	0.00	12,000	0.00
SUPPLIES	92,114	0.00	128,725	0.00	128,720	0.00	128,720	0.00
PROFESSIONAL DEVELOPMENT	2,657	0.00	4,000	0.00	4,001	0.00	4,001	0.00
COMMUNICATION SERV & SUPP	125,868	0.00	103,000	0.00	103,000	0.00	103,000	0.00
PROFESSIONAL SERVICES	397,561	0.00	250,100	0.00	250,100	0.00	250,100	0.00
M&R SERVICES	1,290,588	0.00	1,800,000	0.00	1,800,000	0.00	1,800,000	0.00
COMPUTER EQUIPMENT	314,684	0.00	50,000	0.00	50,000	0.00	50,000	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	2	0.00	2	0.00
PROPERTY & IMPROVEMENTS	0	0.00	0	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	38,000	0.00	38,000	0.00	38,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2	0.00	3	0.00	3	0.00
MISCELLANEOUS EXPENSES	112	0.00	2	0.00	2	0.00	2	0.00
<b>TOTAL - EE</b>	<b>2,232,499</b>	<b>0.00</b>	<b>2,392,830</b>	<b>0.00</b>	<b>2,392,830</b>	<b>0.00</b>	<b>2,392,830</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	2,939,348	0.00	6,623,663	0.00	6,623,663	0.00	6,623,663	0.00
REFUNDS	0	0.00	2	0.00	2	0.00	2	0.00
<b>TOTAL - PD</b>	<b>2,939,348</b>	<b>0.00</b>	<b>6,623,665</b>	<b>0.00</b>	<b>6,623,665</b>	<b>0.00</b>	<b>6,623,665</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$5,171,847</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>	<b>\$9,016,495</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$5,171,847	0.00	\$9,016,495	0.00	\$9,016,495	0.00	\$9,016,495	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

<b>Department</b>	Secretary of State	<b>HB Section(s):</b>	12.090
<b>Program Name</b>	Federal Election Reform		
<b>Program is found in the following core budget(s)</b>	Elections		

**1. What does this program do?**

The Help America Vote Act of 2002 (HAVA), passed by the United States Congress, provides federal funds to states to improve the administration of elections. This includes upgrading voting equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities (LEAs), election improvements, and creating voter education and poll worker training programs.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

HAVA and HB 511 (2003)

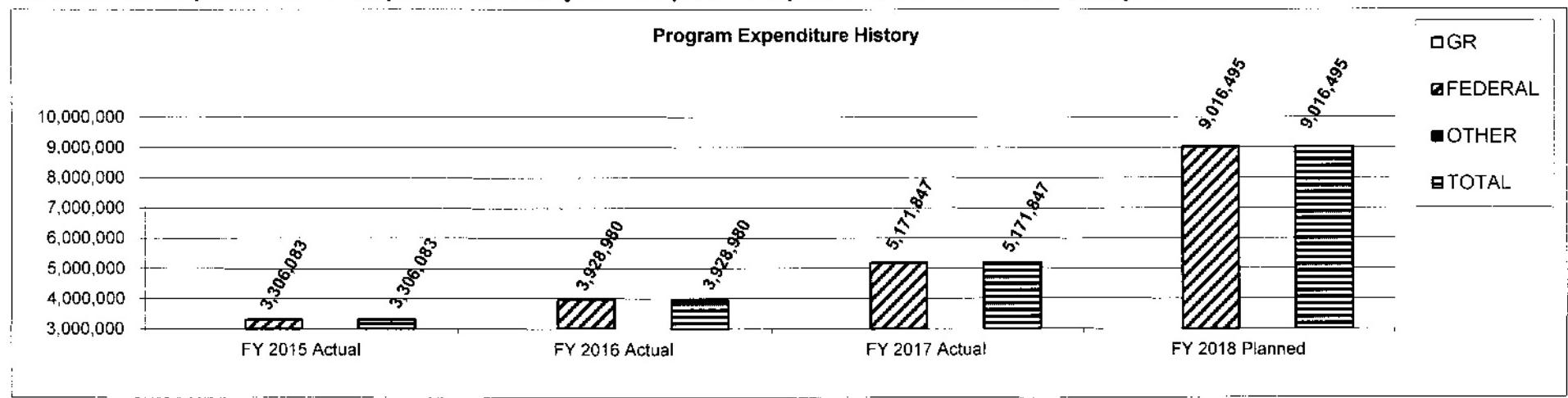
**3. Are there federal matching requirements? If yes, please explain.**

Federal law requires that Missouri maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

**4. Is this a federally mandated program? If yes, please explain.**

Yes, it is mandated by HAVA, passed by Congress in 2002.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.090
<b>Program Name</b> Federal Election Reform		
<b>Program is found in the following core budget(s)</b> Elections		
<p><b>6. What are the sources of the "Other" funds?</b></p>		
<p><b>7a. Provide an effectiveness measure.</b> The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of a statewide voter registration database, and other election related activities.</p>		
<p><b>7b. Provide an efficiency measure.</b> The timely disbursement of federal funds to LEAs in order to minimize the time elapsing between the transfer of funds from the state and subsequent disbursement to the election authority.</p>		
<p><b>7c. Provide the number of clients/individuals served, if applicable.</b> 116 local election authorities and millions of Missouri voters.</p>		
<p><b>7d. Provide a customer satisfaction measure, if available.</b> A statewide voter registration database accessible to all election authorities has been implemented and ongoing maintenance and enhancements are being made to better serve the needs of the LEAs; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations as well as changes in Missouri election laws; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; over seven million dollars in grants have been made available to LEAs for the 2012 election cycle, close to \$3 million has been made available in the past two fiscal years for voter list maintenance activities, over \$1.5 million dollars in grants have been made available to LEAs for the 2014 election cycle and another \$4 million dollars has been made available to assist LEAs with the myriad of ongoing HAVA compliance related costs.</p>		

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTION COSTS TRANSFER</b>								
CORE								
FUND TRANSFERS								
GENERAL REVENUE	3,213,000	0.00	3,584,000	0.00	3,584,000	0.00	3,584,000	0.00
TOTAL - TRF	3,213,000	0.00	3,584,000	0.00	3,584,000	0.00	3,584,000	0.00
<b>TOTAL</b>	<b>3,213,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>
Elections Costs Transfer - 1231003								
FUND TRANSFERS								
GENERAL REVENUE	0	0.00	0	0.00	700,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	700,000	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>700,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,213,000</b>	<b>0.00</b>	<b>\$3,584,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$3,584,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Election Costs Transfer

**Budget Unit** 23154C  
**HB Section** 12.095

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,584,000	0	0	3,584,000
<b>Total</b>	<b>3,584,000</b>	<b>0</b>	<b>0</b>	<b>3,584,000</b>

**FTE** 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,584,000	0	0	3,584,000
<b>Total</b>	<b>3,584,000</b>	<b>0</b>	<b>0</b>	<b>3,584,000</b>

**FTE** 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

Per 115.063, RSMo. the State must pay proportional costs for special elections involving a statewide candidate, statewide issue, state senator, or state representative. Moreover, 115.077 RSMo. requires the Secretary of State to transfer from general revenue to the state election subsidy fund an amount not less than the amount expended in the fiscal year that ended June 30, 2000, which was \$4,284,000.

**3. PROGRAM LISTING (list programs included in this core funding)**

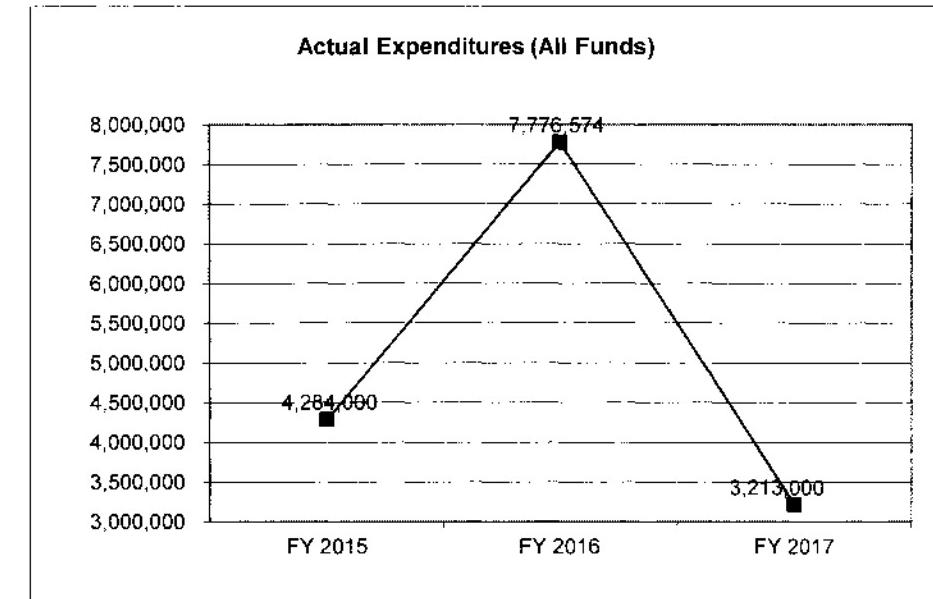
Special Election Costs

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core</b>	Election Costs Transfer	<b>HB Section</b>	12,095

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	4,284,000	7,776,574	4,284,000	3,584,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)				N/A
Budget Authority (All Funds)	4,284,000	7,776,574	4,284,000	3,584,000
Actual Expenditures (All Funds)	4,284,000	7,776,574	3,213,000	N/A
Unexpended (All Funds)	0	0	1,071,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	1,071,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** In FY16, the appropriation was increased due to the Presidential Preference Primary.  
In FY17, the fourth quarter allotment of \$1,071,000 was restricted; therefore, could not be used.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION COSTS TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	TRF	0.00	3,584,000	0	0	3,584,000	
	<b>Total</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0</b>	<b>0</b>	<b>3,584,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	3,584,000	0	0	3,584,000	
	<b>Total</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0</b>	<b>0</b>	<b>3,584,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	3,584,000	0	0	3,584,000	
	<b>Total</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0</b>	<b>0</b>	<b>3,584,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION COSTS TRANSFER</b>								
<b>CORE</b>								
TRANSFERS OUT	3,213,000	0.00	3,584,000	0.00	3,584,000	0.00	3,584,000	0.00
<b>TOTAL - TRF</b>	<b>3,213,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>	<b>3,584,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,213,000</b>	<b>0.00</b>	<b>\$3,584,000</b>	<b>0.00</b>	<b>\$3,584,000</b>	<b>0.00</b>	<b>\$3,584,000</b>	<b>0.00</b>
GENERAL REVENUE	\$3,213,000	0.00	\$3,584,000	0.00	\$3,584,000	0.00	\$3,584,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s):	12.095
Program Name Election Costs Transfer		
Program is found in the following core budget(s) Elections		

**1. What does this program do?**

Per 115.063, RSMo. the State must pay proportional costs for special elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called in a fiscal year is contingent upon the number of vacancies and thus is unknown. Additionally, 115.077 RSMo. requires the Secretary of State to transfer from general revenue to the state election subsidy an amount not less than that expended in the fiscal year that ended June 30, 2000, which was \$4,284,000.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 115.063 and 115.077 RSMo.

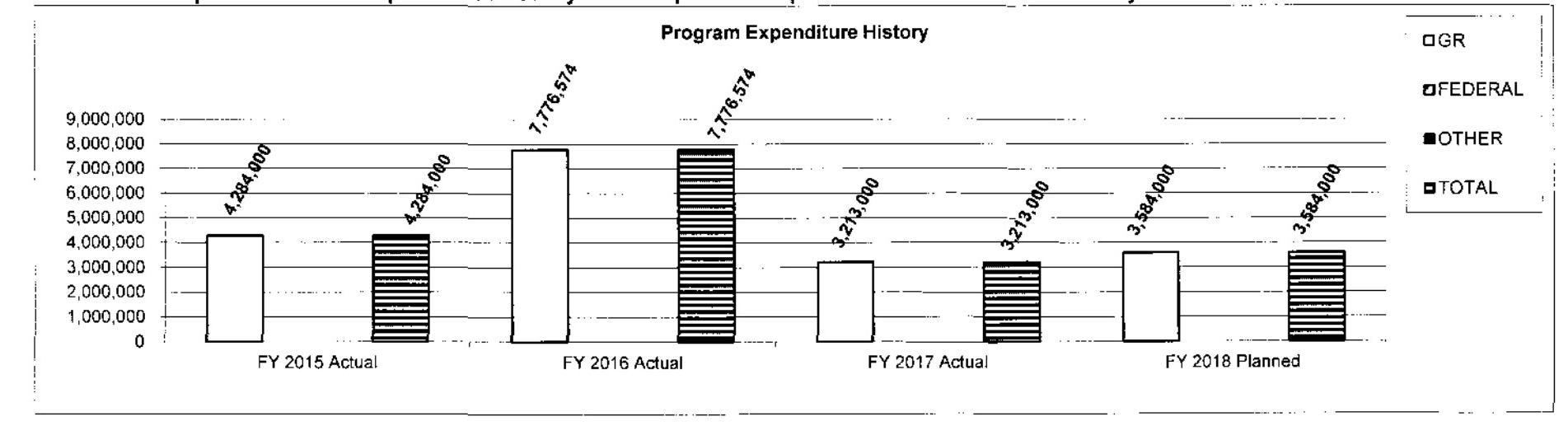
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

Department Secretary of State	HB Section(s):	12.095
Program Name Election Costs Transfer		
Program is found in the following core budget(s) Elections		
<p>6. What are the sources of the "Other" funds?</p>		
<p>7a. Provide an effectiveness measure. Compliance with the requirements of 115.077 RSMo.</p>		
<p>7b. Provide an efficiency measure. N/A</p>		
<p>7c. Provide the number of clients/individuals served, if applicable. N/A</p>		
<p>7d. Provide a customer satisfaction measure, if available. N/A</p>		

## NEW DECISION ITEM

RANK: 7 OF 14

<b>Department:</b> Secretary of State		<b>Budget Unit</b>	23154C		
<b>Division:</b> Elections		<b>DI Name:</b> Restore Elections Cost Transfer		<b>DI#</b> 1231003	
				<b>HB Section</b>	12.095
<b>1. AMOUNT OF REQUEST</b>					
<b>FY 2019 Budget Request</b>					
	GR	Federal	Other	Total	E
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	700,000	0	0	700,000	
<b>Total</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>700,000</b>	
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					
<b>2. THIS REQUEST CAN BE CATEGORIZED AS:</b>					
New Legislation		New Program		Fund Switch	
Federal Mandate		Program Expansion		Cost to Continue	
GR Pick-Up		Space Request		Equipment Replacement	
Pay Plan	<input checked="" type="checkbox"/>	Other:	Restoration of funding to meet statutory obligation		
<b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b>					
<p>Per 115.077.5, RSMo., the Commissioner of the Office of Administration shall annually transfer from general revenue to the state election subsidy fund an amount not less than the amount expended in the fiscal year that ended June 30, 2000. This amount is \$4,284,000. The money transferred into this fund pays for all special election costs the local election authorities incur for statewide ballot measures. Per statute, any money remaining in this fund not expended or required to meet the state's obligation for special elections is transferred to the election administration improvement fund. For the first time since FY06, the Governor placed a restriction on this appropriation for FY17 in the amount of \$1,071,000. The FY18 approved budget included a \$700,000 reduction to this transfer appropriation. This new decision item is to restore the amount decreased to the appropriation.</p>					

**NEW DECISION ITEM**

RANK: 7 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b>	<u>23154C</u>
<b>Division:</b> Elections		
<b>DI Name:</b> Restore Elections Cost Transfer	<b>DI#</b> <u>1231003</u>	<b>HB Section</b> <u>12.095</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFF fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

This transfer is not only required by statute, it is essential that the full amount be transferred from general revenue into the election subsidy fund. Any amount not used to pay for special elections is then transferred into the election administration improvement fund, which pays for maintenance of the Missouri Voter Registration Database (MCVR). It also provides grants that local election authorities rely on to help pay for voting equipment upgrades and maintenance which ensure a smooth process on Election Day for all Missouri voters. The Secretary of State received federal funds for these types of expenses in 2004 and the money received has been either spent or obligated for other federal mandates.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	Dept Req E
							0	0	0.0	0
Total PS	0	0.0	0	0.0	0	0.0	0	0	0.0	0
							0	0	0.0	0
Total EE	0	0	0	0	0	0	0	0	0.0	0
							0	0	0.0	0
Total PSD	0	0	0	0	0	0	0	0	0.0	0
							0	0	0.0	0
Transfers (BOBC 820)	700,000						700,000			
Total TRF	700,000		0		0		700,000			0
Grand Total	700,000	0.0	0	0.0	0	0.0	700,000	0.0	0.0	0

**NEW DECISION ITEM**  
 RANK: 7 OF 14

Department: Secretary of State	Budget Unit	23154C								
Division: Elections										
DI Name: Restore Elections Cost Transfer	DI#1231003	HB Section 12.095								
<hr/>										
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	E
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0.0	0
							0	0	0.0	
Total EE	0	0	0	0	0	0	0	0	0	0
Total PSD	0	0	0	0	0	0	0	0	0	0
Total TRF	0	0	0	0	0	0	0	0	0	0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0	0

**NEW DECISION ITEM**  
RANK: 7 OF 14

Department: Secretary of State	Budget Unit	23154C
Division: Elections		
DI Name: Restore Elections Cost Transfer	DI#1231003	HB Section 12.095

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**      **6b. Provide an efficiency measure.**

All 116 local election authorities are offered grants and transaction cost reimbursements so they can keep the voting equipment maintained.

The Secretary of State must continue to award these grants in order to ensure the local election authorities can keep their aging voting equipment in working order. Moreover, the Secretary of State must properly maintain the MCVR system.

**6c. Provide the number of clients/individuals served, if applicable.**      **6d. Provide a customer satisfaction measure, if available.**

In Missouri, there are approximately 4,089,760 registered voters. Every one of those registered voter deserves to have their voice heard on Election Day, free from intimidation, and trust that the results of the election are a fair and accurate representation of the will of the people. In order for this to happen, it is imperative to ensure that local election authorities receive the adequate funding to keep their election equipment well maintained.

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION COSTS TRANSFER</b>								
Elections Costs Transfer - 1231003								
TRANSFERS OUT	0	0.00	0	0.00	700,000	0.00	0	0.00
<b>TOTAL - TRF</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>700,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$700,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$700,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
CORE								
PROGRAM-SPECIFIC								
STATE ELECTIONS SUBSIDY	707,977	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	707,977	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL</b>	<b>707,977</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$707,977</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Special Election Costs

**Budget Unit** 23155C  
**HB Section** 12.100

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000 E</b>

**FTE** 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000 E
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000 E</b>

**FTE** 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

**2. CORE DESCRIPTION**

Per 115.063, RSMo. the State must pay proportional costs for special elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called during a fiscal year is contingent upon the number of vacancies and thus is unknown. An "E" appropriation is requested due to that uncertainty.

**3. PROGRAM LISTING (list programs included in this core funding)**

Special Election Costs

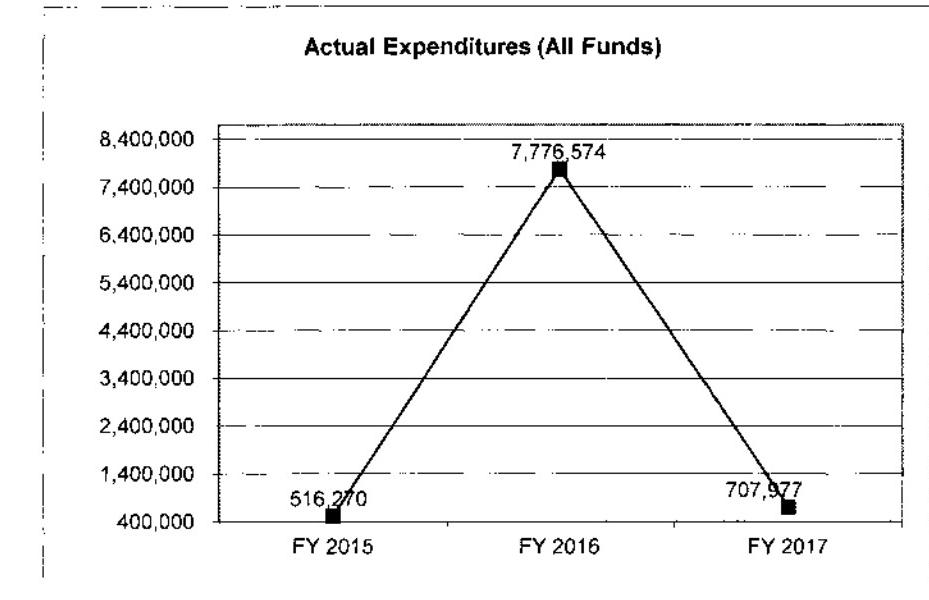
### CORE DECISION ITEM

**Department** Secretary of State  
**Division** Elections  
**Core** Special Election Costs

**Budget Unit** 23155C  
**HB Section** 12.100

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	516,353	7,776,574	707,977	400,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	516,353	7,776,574	707,977	N/A
Actual Expenditures (All Funds)	516,270	7,776,574	707,977	N/A
Unexpended (All Funds)	83	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	83	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
SPECIAL ELECTION & OTHER COSTS**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	707,977	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	707,977	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>GRAND TOTAL</b>	<b>\$707,977</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$707,977	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.100
<b>Program Name</b> Special Election Costs		
<b>Program is found in the following core budget(s)</b> Elections		

**1. What does this program do?**

Per 115.063, RSMo. the State must pay proportional costs for special elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called in a fiscal year is contingent upon the number of vacancies and thus is unknown. For reference, in FY2014, there were no special elections held. In FY2015, special elections were held on August 5, 2014 for House Districts 67, 120, and 151 and Constitutional Amendments 1,5,7,8, and 9. In FY2016, elections were on November 3, 2015, House Districts 29, 36, and 89 was held and on March 15, 2016, the Presidential Preference Primary was held. During FY 2017, a special election for Senate District 4 was held on November 8, 2016. To date in FY 2018, special elections were held on August 8, 2017 for House District 50 and Senate District 28, additional special elections for House District 23, House District 151 and Senate District 8 are scheduled for November 7, 2017. Due to the unknown nature of special elections to be called in a fiscal year, an "E" appropriation is requested.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.063, RSMo.

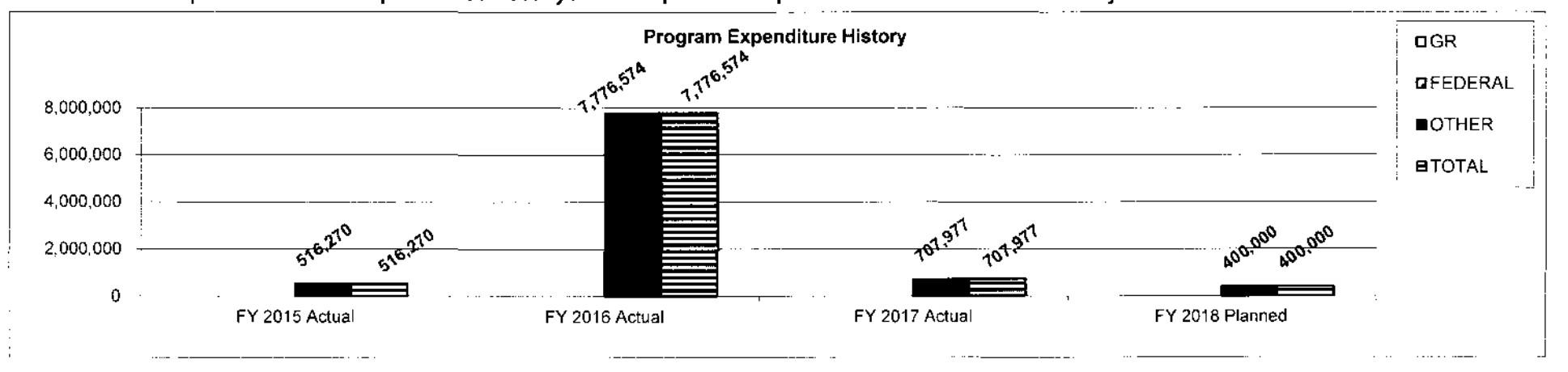
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s):	12.100
Program Name Special Election Costs		
Program is found in the following core budget(s) Elections		
<b>6. What are the sources of the "Other" funds?</b> Election Subsidy Fund (0686)		
<b>7a. Provide an effectiveness measure.</b> Compliance with 115.063, RSMo.		
<b>7b. Provide an efficiency measure.</b> Contingent upon available funds, checks to local election authorities have been mailed within 7 days of submitted requests.		
<b>7c. Provide the number of clients/individuals served, if applicable.</b> 116 election jurisdictions and the voters of Missouri.		
<b>7d. Provide a customer satisfaction measure, if available.</b> N/A		

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTION ADMIN IMPROVE TRF</b>								
CORE								
FUND TRANSFERS								
STATE ELECTIONS SUBSIDY	273,895	0.00	4,034,443	0.00	4,034,443	0.00	4,034,443	0.00
TOTAL - TRF	273,895	0.00	4,034,443	0.00	4,034,443	0.00	4,034,443	0.00
<b>TOTAL</b>	<b>273,895</b>	<b>0.00</b>	<b>4,034,443</b>	<b>0.00</b>	<b>4,034,443</b>	<b>0.00</b>	<b>4,034,443</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$273,895</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core</b>	Elections Administration Improvement Transfer

<b>Budget Unit</b>	23156C
<b>HB Section</b>	12.105

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	4,034,443	4,034,443
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>

FTE	0.00	0.00	0.00	0.00
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<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	4,034,443	4,034,443
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>

FTE	0.00	0.00	0.00	0.00
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<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

**2. CORE DESCRIPTION**

Per section 115.077.5, RSMo., the Secretary of State will transfer the unexpended amount of the state elections subsidy fund to the election administration improvement fund. The number of special elections to be called in a fiscal year is unknown. Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30, 2000, which is \$4,284,000. At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations for special elections is transferred to the election administration improvement fund.

**3. PROGRAM LISTING (list programs included in this core funding)**

Special Elections

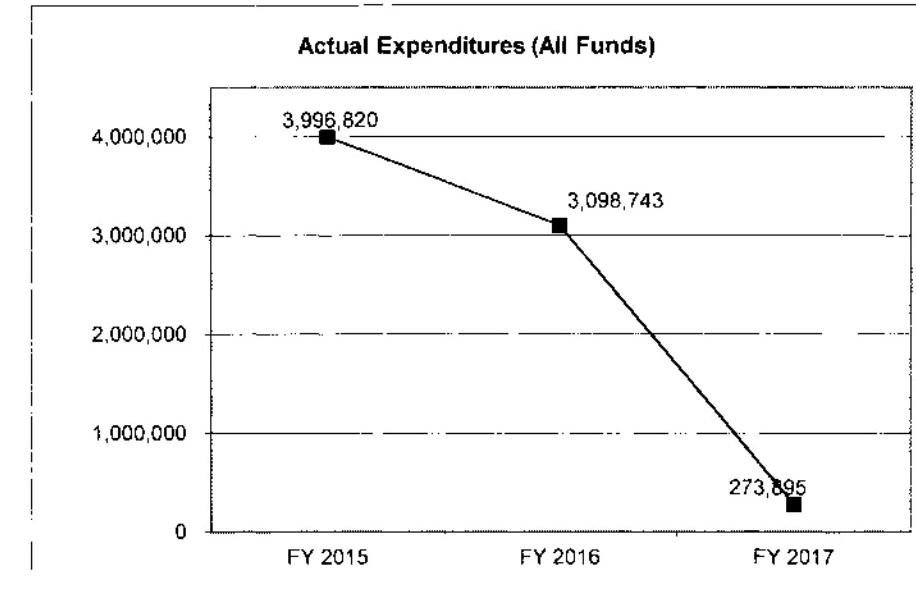
**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Elections Administration Improvement Transfer

**Budget Unit** 23156C  
**HB Section** 12.105

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	4,034,443	4,034,443	4,034,443	4,034,443
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,034,443	4,034,443	4,034,443	N/A
Actual Expenditures (All Funds)	3,996,820	3,098,743	273,895	N/A
Unexpended (All Funds)	37,623	935,700	3,760,548	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	37,623	935,700	3,760,548	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION ADMIN IMPROVE TRF

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	0	0	4,034,443	4,034,443	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>4,034,443</b>	<b>4,034,443</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>ELECTION ADMIN IMPROVE TRF</b>								
<b>CORE</b>								
TRANSFERS OUT	273,895	0.00	4,034,443	0.00	4,034,443	0.00	4,034,443	0.00
TOTAL - TRF	273,895	0.00	4,034,443	0.00	4,034,443	0.00	4,034,443	0.00
<b>GRAND TOTAL</b>	<b>\$273,895</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>	<b>\$4,034,443</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$273,895	0.00	\$4,034,443	0.00	\$4,034,443	0.00	\$4,034,443	0.00

## PROGRAM DESCRIPTION

Department

Secretary of State

HB Section(s):

12.105

Program Name Election Costs Transfer to Elections Administration Improvement Fund

Program is found in the following core budget(s) Elections

### 1. What does this program do?

Per 115.063, RSMo. the State must pay proportional costs for special elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called in a fiscal year is contingent upon the number of vacancies and thus is unknown. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund per the requirements of 115.077 RSMo.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.077.5, RSMo.

### 3. Are there federal matching requirements? If yes, please explain.

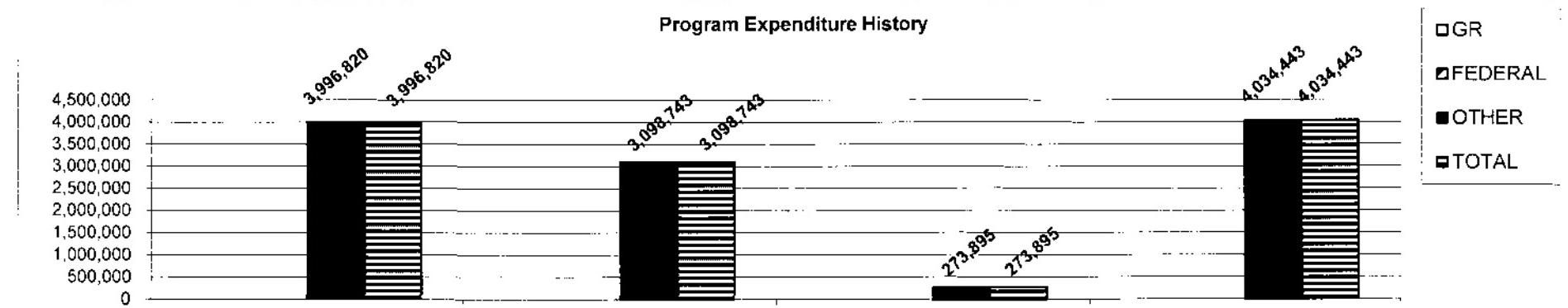
No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

Program Expenditure History



**PROGRAM DESCRIPTION**

Department Secretary of State	HB Section(s):	12.105
Program Name Election Costs Transfer to Elections Administration Improvement Fund		
Program is found in the following core budget(s) Elections		
<b>6. What are the sources of the "Other " funds?</b>		
Election Subsidy Fund (0686)		
<b>7a. Provide an effectiveness measure.</b>		
Compliance with 115.077 RSMo. Provides support for Help America Vote Act activities and requirements as well as ongoing election		
<b>7b. Provide an efficiency measure.</b>		
N/A		
<b>7c. Provide the number of clients/individuals served, if applicable.</b>		
N/A		
<b>7d. Provide a customer satisfaction measure, if available.</b>		
N/A		



## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
SECRETARY OF STATE RECORDS-FED	10,459	0.00	2,913	0.00	2,915	0.00	2,915	0.00
TOTAL - EE	10,459	0.00	2,913	0.00	2,915	0.00	2,915	0.00
<b>PROGRAM-SPECIFIC</b>								
SECRETARY OF STATE RECORDS-FED	0	0.00	47,087	0.00	47,085	0.00	47,085	0.00
TOTAL - PD	0	0.00	47,087	0.00	47,085	0.00	47,085	0.00
<b>TOTAL</b>	<b>10,459</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$10,459</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records Services		
<b>Core</b>	Federal Grants	<b>HB Section</b>	12.110

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request				FY 2019 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0
EE	0	2,915	0	2,915	EE	0	2,915	0
PSD	0	47,085	0	47,085	PSD	0	47,085	0
TRF	0	0	0	0	TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports the identification, preservation and provision of access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning within the historical records community and for projects relating to historic records developed and carried out within the state. The Board provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program. Members are appointed by the Governor, with the advice and consent of the Senate, and administrative responsibilities are handled by the Secretary of State who serves as the Board's coordinator. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, as well as be dedicated to the preservation and access of the state's documentary heritage. Over the years, archivists, curators, family historians, legislators, librarians and records managers have served on the MHRAB.

**3. PROGRAM LISTING (list programs included in this core funding)**

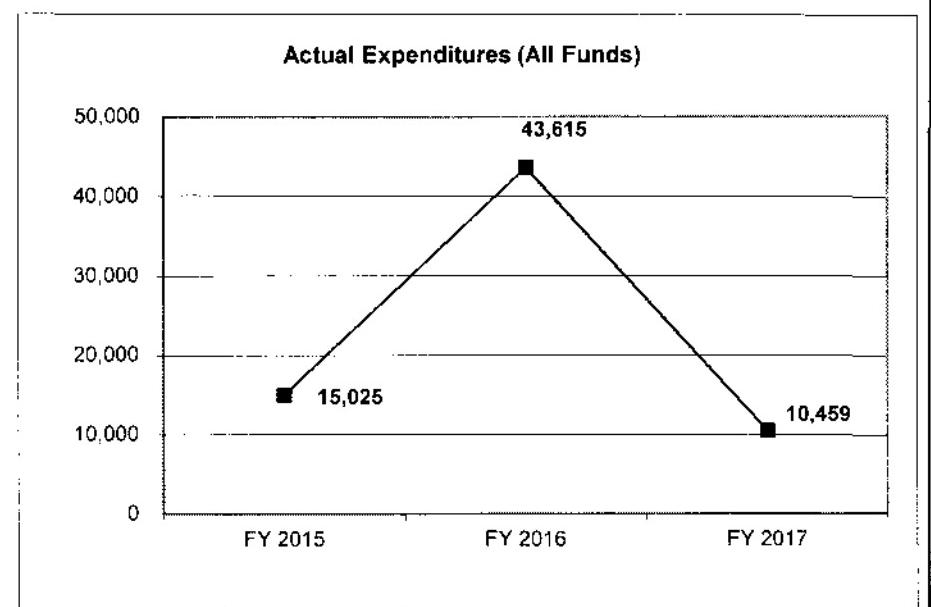
Missouri Historical Records Advisory Board (MHRAB)

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23143C</u>
<b>Division</b>	Records Services		
<b>Core</b>	Federal Grants	<b>HB Section</b>	<u>12.110</u>

**4. FINANCIAL HISTORY**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	50,000	50,000	N/A
Actual Expenditures (All Funds)	15,025	43,615	10,459	N/A
Unexpended (All Funds)	<u>34,975</u>	<u>6,385</u>	<u>39,541</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	34,975	6,385	39,541	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
FEDERAL GRANTS**

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### 5. CORE RECONCILIATION DETAIL

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	47,087	0	47,087	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	281 6896	EE	0.00	0	2	0	2
Core Reallocation	281 6896	PD	0.00	0	(2)	0	(2)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	2,915	0	2,915	
	PD	0.00	0	47,085	0	47,085	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	2,915	0	2,915	
	PD	0.00	0	47,085	0	47,085	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	1,162	0.00	2,560	0.00	2,560	0.00	2,560	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	0	0.00	1	0.00	1	0.00
SUPPLIES	637	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	3,250	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	1,560	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	3,695	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	155	0.00	0	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	0	0.00	341	0.00	341	0.00	341	0.00
<b>TOTAL - EE</b>	<b>10,459</b>	<b>0.00</b>	<b>2,913</b>	<b>0.00</b>	<b>2,915</b>	<b>0.00</b>	<b>2,915</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	47,086	0.00	47,084	0.00	47,084	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>47,087</b>	<b>0.00</b>	<b>47,085</b>	<b>0.00</b>	<b>47,085</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$10,459</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$10,459	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s)**

12.110

**Program Name** Records Services

**Program is found in the following core budget(s)** Federal Grants

**1. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

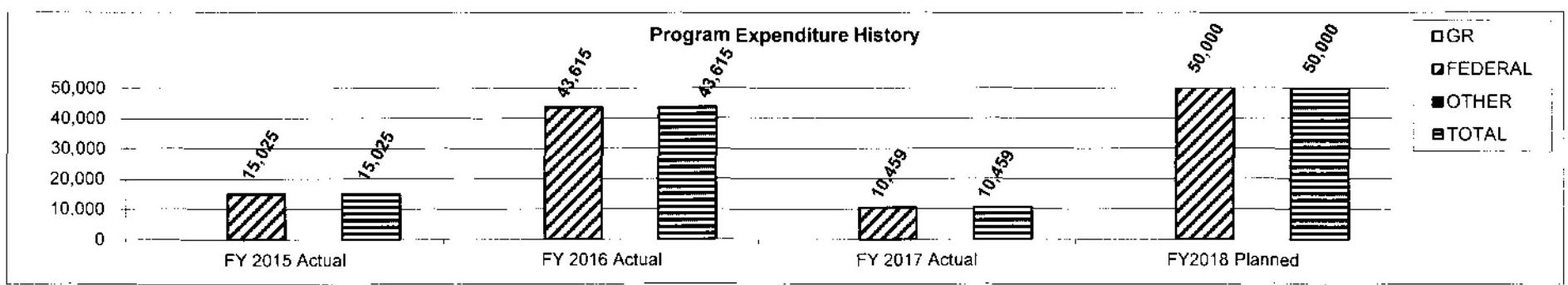
**3. Are there federal matching requirements? If yes, please explain.**

Yes, there is a 50/50 match for NHPRC federal grants

**4. Is this a federally mandated program? If yes, please explain.**

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION		
<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.110
<b>Program Name</b> Records Services		
<b>Program is found in the following core budget(s)</b> Federal Grants		
<b>6. What are the sources of the "Other " funds?</b>		
<b>7a. Provide an effectiveness measure.</b>		
<p>From FY15-FY17, the MHRAB and State of Missouri, with financial assistance from the National Historical Publications and Records Commission (NHPRC), have provided both professional development and public workshops with an archival focus at venues across the state. Topics have included records digitization, electronic records management, disaster preparedness, reference services and oral history. Total attendance at the 19 workshop offerings was 301.</p>		
<b>7b. Provide an efficiency measure.</b>		
<p>Three hundred and one (or seventy-nine percent) of the 380 available seats in these 19 workshops were filled. Workshop attendance in urban area tended to be higher.</p>		
<b>7c. Provide the number of clients/individuals served, if applicable.</b>		
<p>Since FY15, the MHRAB has provided workshops for 301 individuals from colleges/universities, historical societies, genealogical societies, local/state government, museums and religious organizations, as well as the general public.</p>		
<b>7d. Provide a customer satisfaction measure, if available.</b>		
<p>Many individuals attended more than one of the workshops, in some cases attending each of the four topics.</p>		

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>LOCAL RECORDS GRANTS</b>								
<b>CORE</b>								
<b>PROGRAM-SPECIFIC</b>								
LOCAL RECORDS PRESERVATION	46,292	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	46,292	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL</b>	<b>46,292</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$46,292</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Records Services
<b>Core</b>	Local Records Grants

<b>Budget Unit</b>	23160C
<b>HB Section</b>	12.115

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Local Records Preservation (0577)

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

<b>FTE</b>	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Local Records Preservation (0577)

**2. CORE DESCRIPTION**

Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities/political subdivisions with taxing authority to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.

**3. PROGRAM LISTING (list programs included in this core funding)**

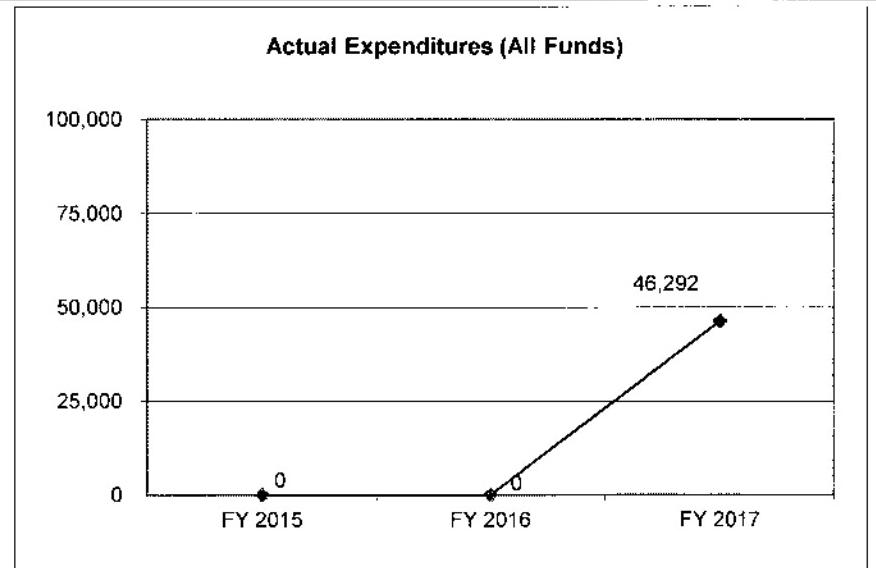
Local Records Preservation Grants

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records Services		
<b>Core</b>	Local Records Grants	<b>HB Section</b>	12.115

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	400,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	0	0	46,292	N/A
Unexpended (All Funds)	400,000	400,000	353,708	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	400,000	400,000	353,708	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LOCAL RECORDS GRANTS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LOCAL RECORDS GRANTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	46,292	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	46,292	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>GRAND TOTAL</b>	<b>\$46,292</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$46,292	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s)	12.115
Program Name Records Services		
Program is found in the following core budget(s) Local Records Grants		

**1. What does this program do?**

Local Records Preservation Grants provide local governments or political subdivisions with taxing authority descriptive program/financial assistance and implementation guidance for approved records management and/or preservation projects. This successful program was reinstated for FY 17.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

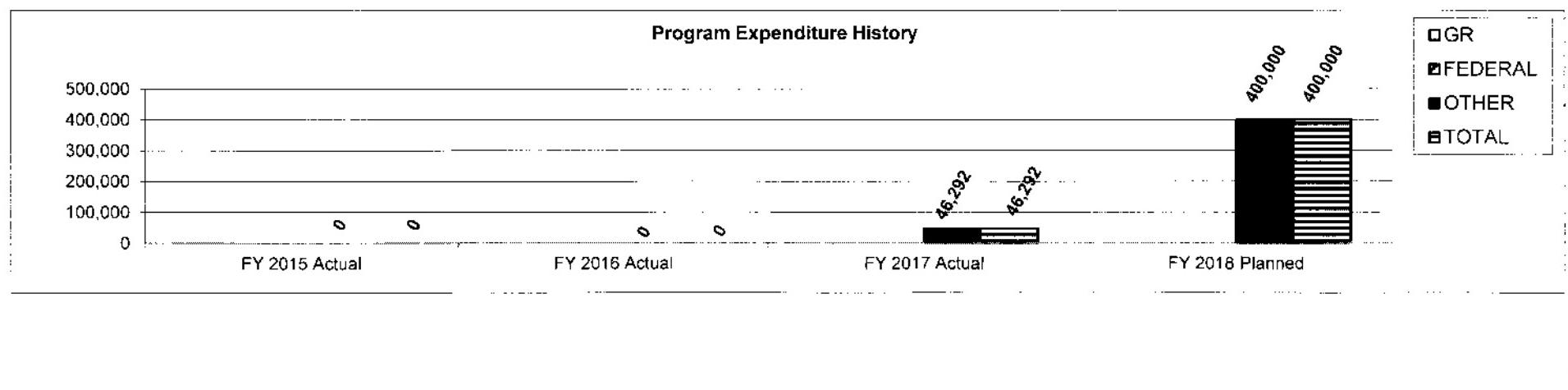
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s)</b>	12.115
<b>Program Name</b> Records Services		
<b>Program is found in the following core budget(s)</b> Local Records Grants		
<b>6. What are the sources of the "Other" funds?</b> Local Records Preservation Fund (0577)		
<b>7a. Provide an effectiveness measure.</b>		
<b>7b. Provide an efficiency measure.</b> The average grant awarded was \$6,286.		
<b>7c. Provide the number of clients/individuals served, if applicable.</b> The Local Records Preservation Grant Program has funded 1,059 grants. These include 428 grants in 101 counties, 328 grants in 154 cities, 277 grants for 163 school districts, and an additional 26 grants were given to fire districts, water districts and other local government agencies.		
<b>7d. Provide a customer satisfaction measure, if available.</b> No formal measure exists.		

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
STATE DOCUMENT PRESERVATION	6,115	0.00	2,000	0.00	2,000	0.00	2,000	0.00
TOTAL - EE	6,115	0.00	2,000	0.00	2,000	0.00	2,000	0.00
<b>PROGRAM-SPECIFIC</b>								
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	1	0.00	1	0.00	1	0.00
STATE DOCUMENT PRESERVATION	0	0.00	23,000	0.00	23,000	0.00	23,000	0.00
TOTAL - PD	0	0.00	23,001	0.00	23,001	0.00	23,001	0.00
<b>TOTAL</b>	<b>6,115</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,115</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>

CORE DECISION ITEM								
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23157C			
<b>Division</b>	Records Services/Archives			<b>HB Section</b>	12.120			
<b>Core</b>	Document Preservation							
<b>1. CORE FINANCIAL SUMMARY</b>								
	<b>FY 2019 Budget Request</b>			<b>FY 2019 Governor's Recommendation</b>				
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0	PS	0	0	0
EE	0	0	2,000	2,000	EE	0	0	2,000
PSD	0	0	23,000	23,000	PSD	0	0	23,000
TRF	0	0	0	0	TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.								
Other Funds: Document Preservation Fund (0836)								
<b>2. CORE DESCRIPTION</b>								
The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.								
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>								
Document Preservation Fund								

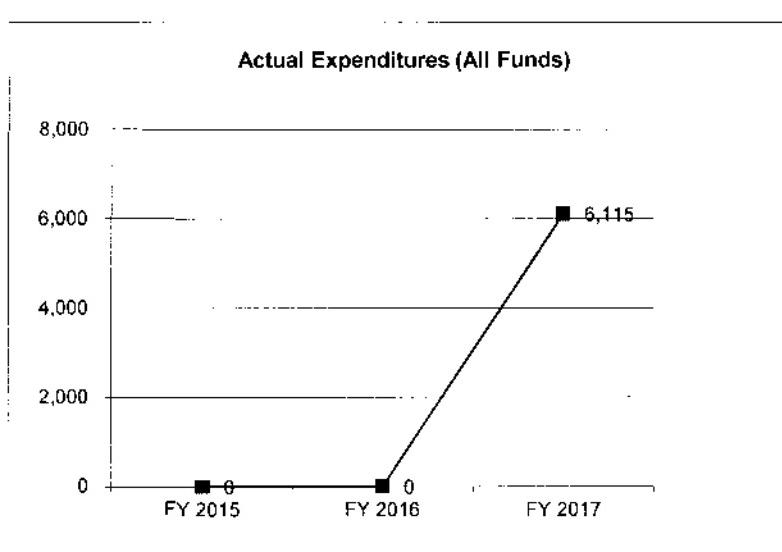
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State
<b>Division</b>	Records Services/Archives
<b>Core</b>	Document Preservation

<b>Budget Unit</b>	23157C
<b>HB Section</b>	12.120

**4. FINANCIAL HISTORY**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	25,000	25,000	25,000	25,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	25,000	25,000	25,000	N/A
Actual Expenditures (All Funds)	0	0	6,115	N/A
Unexpended (All Funds)	25,000	25,000	18,885	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	25,000	25,000	18,885	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

**CORE DECISION ITEM**

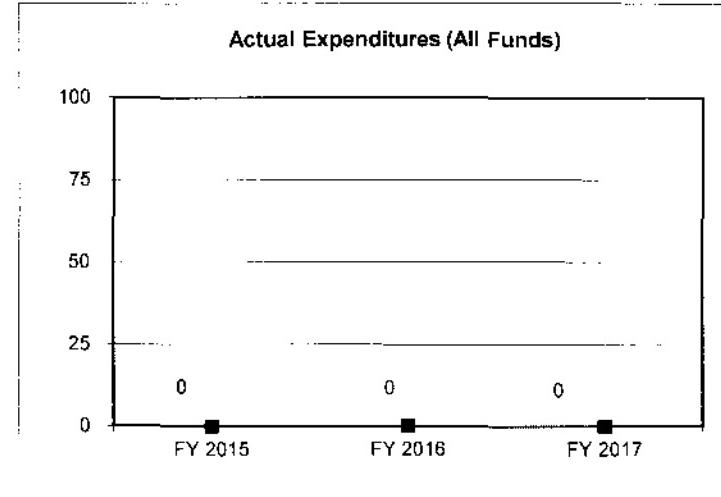
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23157C				
<b>Division</b>	Records Services/Archives			<b>HB Section</b>	12.120				
<b>Core</b>	Missouri State Archives-St. Louis Center								
<b>1. CORE FINANCIAL SUMMARY</b>									
<b>FY 2019 Budget Request</b>				<b>FY 2019 Governor's Recommendation</b>					
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	1	1	PSD	0	0	1	1
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds: MO State Archives - St. Louis Trust (0770)					Other Funds: MO State Archives - St. Louis Trust (0770)				
<b>2. CORE DESCRIPTION</b>									
<p>RSMo 109.400 and 109.410 establish the Missouri State Archives' authority to create a records center in St. Louis with non-general revenue funds. The facility will centralize the housing of millions of historically valuable state and local government records in the St. Louis area. The Center's creation would be the result of a public-private partnership based on non-state funds. An initial endowment would be secured to help guarantee operating funds into the future. Should non-GR funding prove unavailable, the Center will not be created.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records Services/Archives		
<b>Core</b>	Missouri State Archives-St. Louis Center	<b>HB Section</b>	12.120

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	1	1	1	1
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1	1	1	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	1	1	1	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1	1	1	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
DOCUMENT PRESERVATION**

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### 5. CORE RECONCILIATION DETAIL

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,001	23,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,001</b>	<b>25,001</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
PROFESSIONAL DEVELOPMENT	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
PROFESSIONAL SERVICES	6,115	0.00	1,000	0.00	1,000	0.00	1,000	0.00
<b>TOTAL - EE</b>	<b>6,115</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	23,000	0.00	23,000	0.00	23,000	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>23,001</b>	<b>0.00</b>	<b>23,001</b>	<b>0.00</b>	<b>23,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,115</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>	<b>\$25,001</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$6,115	0.00	\$25,001	0.00	\$25,001	0.00	\$25,001	0.00

## PROGRAM DESCRIPTION

Department Secretary of State	HB Section(s)	12.120
Program Name Records Services/Archives		
Program is found in the following core budget(s) Document Preservation		

**1. What does this program do?**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.005

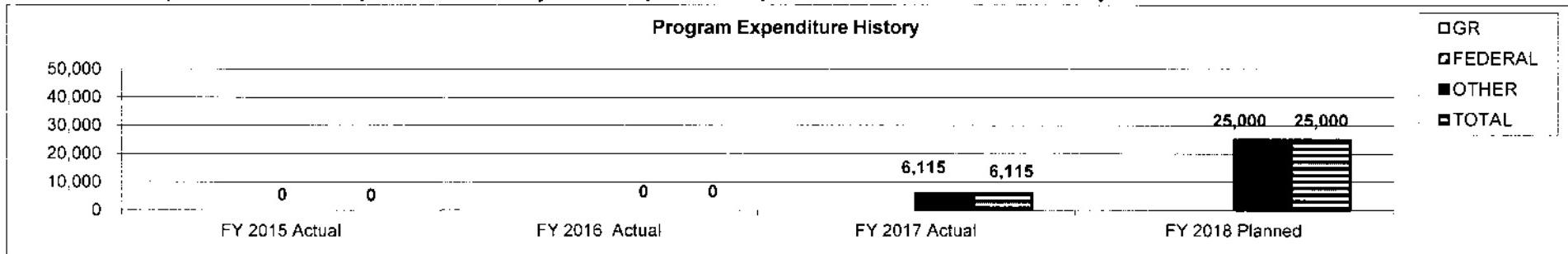
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Document Preservation (0836)

PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s)	12.120
Program Name Records Services/Archives		
Program is found in the following core budget(s) Document Preservation		
<p><b>7a. Provide an effectiveness measure.</b>            During FY08 and FY09, funds from the Document Preservation Fund were spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in physical death certificate requests from 15,455 in 2006 to almost none from 2009 to the present. More recent preservation and access projects include records for the Missouri Supreme Court, Union Veterans Home, and early Land Sales. In FY17 the photographic prints of Missouri's first state photographer, Gerald R. Massie (1911-1989), were digitized with funds from the document preservation fund for easier access.</p>		
<p><b>7b. Provide an efficiency measure.</b>            See 7a and 7c.</p>		
<p><b>7c. Provide the number of clients/individuals served, if applicable.</b>            In FY17 the Missouri State Archives website received 28,714,317 hits.</p>		
<p><b>7d. Provide a customer satisfaction measure, if available.</b>            The Missouri State Archives has been recognized by Family Tree Magazine for 14 consecutive years because of the no-cost easy access to records provided by the Missouri State Archives website.</p>		

## PROGRAM DESCRIPTION

Department Secretary of State	<u>HB Section(s)</u>	12.120
Program Name Records Services/Archives		
Program is found in the following core budget(s) Missouri State Archives - St. Louis Center		

**1. What does this program do?**

The facility would provide more complete and effective service for St. Louis City government offices and citizen researchers. Document storage in a records center is much less expensive than in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices. The facility would draw thousands of cultural tourists from across the United States -- principally family historians, but also academics and journalists. The creation of a St. Louis Center would allow records holders to concentrate more fully on pressing contemporary business without having the diversion of genealogical and other historical searches.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Statutory authorization RSMo 109.400 and 109.410.

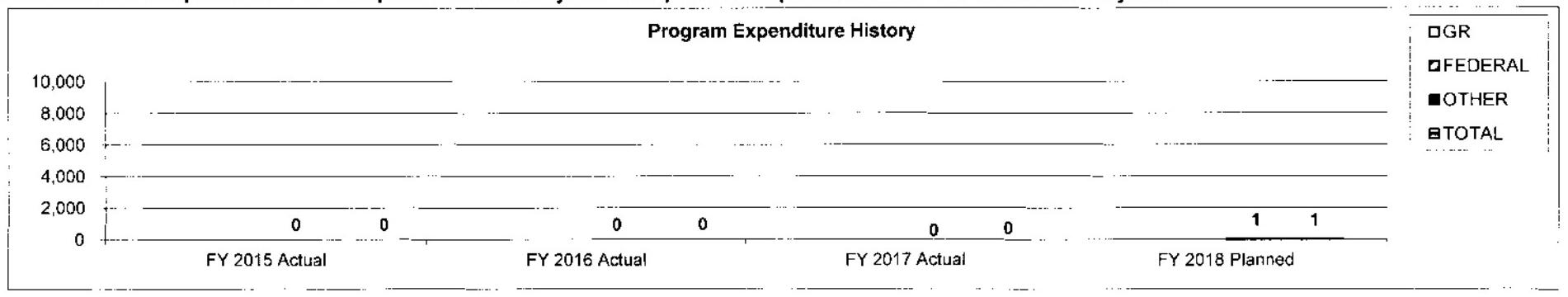
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**PROGRAM DESCRIPTION**

<b>Department</b>	Secretary of State	<b>HB Section(s)</b>	12.120
<b>Program Name</b>	Records Services/Archives		
<b>Program is found in the following core budget(s)</b>	Missouri State Archives - St. Louis Center		
<b>6. What are the sources of the "Other" funds?</b>			
Missouri State Archives Trust (0770)			
<b>7a. Provide an effectiveness measure.</b>			
The cost of storing documents in a records center is much less than the cost of storing them in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices.			
<b>7b. Provide an efficiency measure.</b>			
Aggregate savings are contingent on participation in the project. No state or local government entity would be compelled to turn over records.			
<b>7c. Provide the number of clients/individuals served, if applicable.</b>			
N/A			
<b>7d. Provide a customer satisfaction measure, if available.</b>			
N/A			



## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
GENERAL REVENUE	723,776	0.00	2,323,776	0.00	2,323,776	0.00	2,323,776	0.00
TOTAL - PD	723,776	0.00	2,323,776	0.00	2,323,776	0.00	2,323,776	0.00
<b>TOTAL</b>	<b>723,776</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0.00</b>
<b>Restore State Aid - 1231007</b>								
PROGRAM-SPECIFIC								
GENERAL REVENUE	0	0.00	0	0.00	1,180,225	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	1,180,225	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,180,225</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$723,776</b>	<b>0.00</b>	<b>\$2,323,776</b>	<b>0.00</b>	<b>\$3,504,001</b>	<b>0.00</b>	<b>\$2,323,776</b>	<b>0.00</b>

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Library Services  
**Core** State Aid for Public Libraries

**Budget Unit** 23515C  
**HB Section** 12.125

**1. CORE FINANCIAL SUMMARY**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	2,323,776	0	0	2,323,776
TRF	0	0	0	0
<b>Total</b>	<b>2,323,776</b>	<b>0</b>	<b>0</b>	<b>2,323,776</b>

FTE            0.00        0.00        0.00        0.00

**Est. Fringe**      0        0        0        0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	2,323,776	0	0	2,323,776
TRF	0	0	0	0
<b>Total</b>	<b>2,323,776</b>	<b>0</b>	<b>0</b>	<b>2,323,776</b>

FTE            0.00        0.00        0.00        0.00

**Est. Fringe**      0        0        0        0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid as determined by RSMo 181.060.

**3. PROGRAM LISTING (list programs included in this core funding)**

State Aid to Public Libraries

### CORE DECISION ITEM

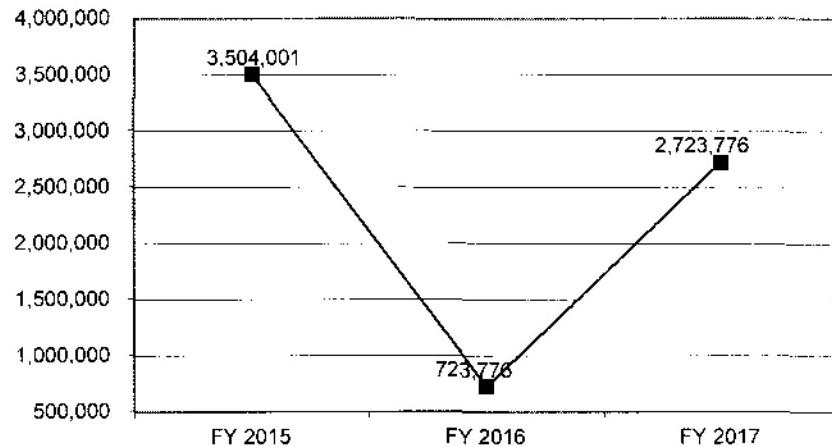
**Department** Secretary of State  
**Division** Library Services  
**Core** State Aid for Public Libraries

**Budget Unit** 23515C  
**HB Section** 12.125

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	3,504,001	723,776	2,723,776	2,323,776
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	3,504,001	723,776	2,723,776	N/A
Actual Expenditures (All Funds)	3,504,001	723,776	2,723,776	N/A
Unexpended (All Funds)	0	0	2,000,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	2,000,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A

**Actual Expenditures (All Funds)**



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

State aid for public libraries is a two part program; aid distributed to libraries based on population, and an equalization program to help libraries in less affluent counties.

In FY17, \$2,000,000 was restricted and never released.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
STATE AID FOR PUBLIC LIBRARY

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	2,323,776	0	0	2,323,776	
	<b>Total</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0</b>	<b>0</b>	<b>2,323,776</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	2,323,776	0	0	2,323,776	
	<b>Total</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0</b>	<b>0</b>	<b>2,323,776</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	2,323,776	0	0	2,323,776	
	<b>Total</b>	<b>0.00</b>	<b>2,323,776</b>	<b>0</b>	<b>0</b>	<b>2,323,776</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	723,776	0.00	2,323,776	0.00	2,323,776	0.00	2,323,776	0.00
TOTAL - PD	723,776	0.00	2,323,776	0.00	2,323,776	0.00	2,323,776	0.00
<b>GRAND TOTAL</b>	<b>\$723,776</b>	<b>0.00</b>	<b>\$2,323,776</b>	<b>0.00</b>	<b>\$2,323,776</b>	<b>0.00</b>	<b>\$2,323,776</b>	<b>0.00</b>
GENERAL REVENUE	\$723,776	0.00	\$2,323,776	0.00	\$2,323,776	0.00	\$2,323,776	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION		
<b>Department</b>	Secretary of State	<b>HB Section(s):</b>
<b>Program Name</b>	State Aid for Public Libraries	12.125
<b>Program is found in the following core budget(s)</b>	State Aid for Public Libraries	
<p><b>1. What does this program do?</b></p> <p>State Aid for Public Libraries makes a vital contribution to improving public library services for Missourians. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program. The average tax rate is set at \$.20.</p> <p>While public libraries in Missouri are funded primarily through property taxes, this program provides funds that help bridge local variations in funding due to differences in local property valuations and voted tax rates. In large cities and small towns alike, libraries serve as community anchors and provide baseline access to government services, economic opportunity, and support for students. In many communities, public libraries provide the only no cost high speed internet access, heavily used by people seeking jobs, filling out application forms, researching business opportunities, participating in online classes, or filing their taxes. For children, public libraries support early learning and education through storytimes, summer reading programs, and help with homework. State aid funds are used for computer technology or other equipment, Internet connectivity, print and digital resources, and library staff.</p> <p>State aid applications are submitted annually for review and certification by the State Librarian. Once approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.</p> <p>The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, and guidelines for determining current and future community technology needs. Many libraries in Missouri currently struggle to meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks.</p>		
<p><b>2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable).</b></p> <p>RSMo Ch. 181.060; Mo Constitution, Article IX, Section 10</p>		

## PROGRAM DESCRIPTION

<b>Department</b>	Secretary of State	<b>HB Section(s):</b>	12.125
<b>Program Name</b>	State Aid for Public Libraries		
<b>Program is found in the following core budget(s)</b>	State Aid for Public Libraries		

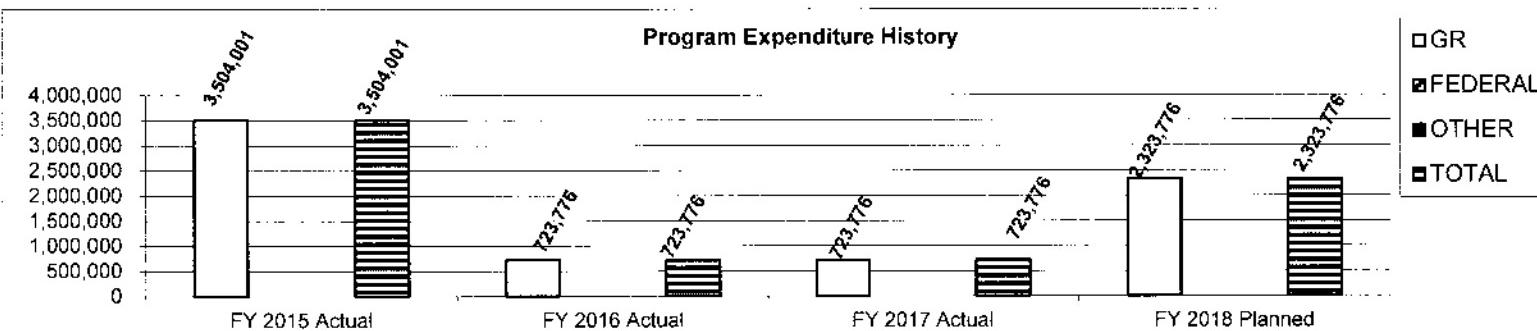
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Most Missourians recognize the value of library service, and have a library card.

Number of Missourians with a library card, from statistical report

Percent of population of library districts

Total materials borrowed from libraries

	2014	2015	2016
Number of Missourians with a library card, from statistical report	3,289,275	3,321,104	3,272,652
Percent of population of library districts	60.07%	60.64%	59.76%
Total materials borrowed from libraries	55,722,391	54,844,567	57,649,456

**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.125
<b>Program Name</b> State Aid for Public Libraries		
<b>Program is found in the following core budget(s)</b> State Aid for Public Libraries		

**7b. Provide an efficiency measure.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections at no charge for the user. This provides high quality and efficiency for the user.

	2014	2015	2016
Uses of Library-provided Computers	6,376,873	6,048,088	5,397,549
Wireless Sessions at Libraries	1,306,989	2,146,280	5,432,657

**7c. Provide the number of clients/individuals served, if applicable.**

	FY2015	FY2016	FY2017	FY2018 Projected
Eligible library districts	166	166	166	166
Population	5,476,144	5,476,144	5,476,144	5,467,955

**7d. Provide a customer satisfaction measure, if available.**

**NEW DECISION ITEM**

RANK: 11 OF 14

**Department:** Missouri State Library

**Budget Unit** 23515C

**Division:** Library Development

**DI Name:** State Aid for Public Libraries

**DI#**1231007

**House Bill** 12.125

**1. AMOUNT OF REQUEST**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	1,180,225	0	0	1,180,225
TRF	0	0	0	0
<b>Total</b>	<b>1,180,225</b>	<b>0</b>	<b>0</b>	<b>1,180,225</b>

**FTE** 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FTE** 0.00 0.00 0.00 0.00

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

New Legislation  
Federal Mandate  
GR Pick-Up  
Pay Plan

New Program  
Program Expansion  
Space Request

X Other: Restore funding to FY15 appropriation level

Fund Switch  
Cost to Continue  
Equipment Replacement

**NEW DECISION ITEM**RANK: 11 OF 14

Department: Missouri State Library

Budget Unit 23515C

Division: Library Development

DI Name: State Aid for Public Libraries

DI#1231007

House Bill 12.125**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State Aid for Public Libraries makes a vital contribution to improving public library services in Missouri. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax equal to ten cents per \$100 of assessed valuation are eligible to receive State Aid. The average local tax rate for library service is set at \$.20.

Missouri's public libraries are undergoing major changes to provide library services in new ways that take advantage of the opportunities offered by ever-improving technologies. Most public libraries now provide access to e-books, and some offer new technologies such as 3-D printers. In many small communities, public libraries provide the only no cost high speed Internet access, heavily used by people completing online classes, researching business opportunities or filing their tax forms. While Missouri has only 35 career centers, there are 363 library facilities for people who need help writing resumes and filling out job application forms. For children, public libraries support early literacy and education through storytimes, summer reading programs, and help with homework. Students may be given a tablet or laptop for use in school, but not have the internet access at home to complete their work; these students often use the public library for their homework. Public libraries are heavily engaged in sharing their resources in support of statewide requests for library materials, but local services have to be strong enough to contribute their share. In FY17, there were 917,788 items exchanged through Missouri's public library courier service to meet requests from users of 122 library districts.

While public libraries in Missouri are funded primarily through property taxes, this program helps to bridge local variations in funding due to differences in local property valuations and voted tax rates. These funds are particularly critical in small and rural communities with lower assessed tax valuations. State aid funds are used for computer technology or other equipment, Internet connectivity, print and digital resources, and library staff.

State aid applications are submitted annually for review and certification by the State Librarian. Once approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

In FY2015, all but \$723,776 of the State Aid for Libraries appropriation was withheld until April 2015 when it was then fully released. For FY2016, the State Aid for Libraries appropriation was decreased from \$3,504,001 to \$723,776 due to the state's financial situation. As a result, libraries had to cut hours, staff, programming, and print and digital materials budgets while delaying technology upgrades that are critical in meeting user needs and expectations. In FY2018, 2,323,776 was appropriated, but still short of FY2015 levels. The increase of \$1,180,225 will enable public libraries to receive .50 per capita instead of the .38 per capita rate, and provide funds for Equalization grants to city/county, urban public, county or consolidated districts that meet specific criteria as 'poor' in comparison to other library districts in the state.

**NEW DECISION ITEM**

RANK: 11 OF 14

<b>Department:</b> Missouri State Library	<b>Budget Unit</b>	23515C
<b>Division:</b> Library Development		
<b>DI Name:</b> State Aid for Public Libraries	<b>DI#</b>	1231007
	<b>House Bill</b>	12.125

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

<b>Budget Object Class/Job Class</b>	<b>Dept Req GR DOLLARS</b>	<b>Dept Req GR FTE</b>	<b>Dept Req FED DOLLARS</b>	<b>Dept Req FED FTE</b>	<b>Dept Req OTHER DOLLARS</b>	<b>Dept Req OTHER FTE</b>	<b>Dept Req TOTAL DOLLARS</b>	<b>Dept Req TOTAL FTE</b>	<b>Dept Req One-Time DOLLARS</b>
	0						0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
Total EE	0		0		0		0		0
Program Distributions (BOBC 800)	1,180,225						1,180,225		
Total PSD	1,180,225		0		0		1,180,225		0
Transfers									
Total TRF	0		0		0		0		0
<b>Grand Total</b>	<b>1,180,225</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>1,180,225</b>	<b>0.0</b>	<b>0</b>

## NEW DECISION ITEM

RANK: 11 OF 14

Department: Missouri State Library

Budget Unit 23515C

Division: Library Development

DI Name: State Aid for Public Libraries

DI#1231007

House Bill 12.125

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
							0	0.0	
							0	0.0	
Total EE	0		0		0		0		0
							0		
							0		
							0		
Total PSD	0		0		0		0		0
							0		
							0		
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

**NEW DECISION ITEM**

RANK: 11 OF 14

**Department:** Missouri State Library

**Budget Unit** 23515C

**Division:** Library Development

**DI Name:** State Aid for Public Libraries

**DI#**1231007

**House Bill** 12.125

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Most Missourians recognize the value of library service and have a library card.

**2016**

Missourians with a library card	3,272,652
Materials borrowed	57,649,456

Missourians rely on library services, both at the library and virtually.

**2016**

Public Library Visits	27,065,546
Virtual Visits	17,606,806
<b>Total Visits</b>	<b>44,672,352</b>

**6b. Provide an efficiency measure.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections at no charge for the user. This provides high quality and efficiency for the user.

**2016**

Users of library-provided computers	5,397,549
WiFi usage in library facilities	5,432,657

**2016**

Library Program Attendance, All Ages	2,338,514
Library Programs Provided	99,472
Summer Reading Program Participants, Children and Teens	182,850

**6c. Provide the number of clients/individuals served, if applicable.**

**2016**

Eligible Library Districts	166
Population	5,476,272

**6d. Provide a customer satisfaction measure, if available.**

**NEW DECISION ITEM**RANK: 11 OF 14**Department:** Missouri State Library**Budget Unit** 23515C**Division:** Library Development**DI Name:** State Aid for Public Libraries

DI#1231007

**House Bill** 12.125**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

A 2013 Pew Internet Report on How Americans Value Public Libraries in Their Communities showed that Americans strongly value the role of public libraries in their communities, both for providing access to materials and resources, and for promoting literacy and improving the overall quality of life. In order to assist libraries in maintaining relevance in their communities, the Missouri State Library will continue to provide leadership and training in the transformation of libraries and library services to better meet the current needs and expectations of Missourians. This training is provided predominantly through federal funds. Library staff give consistently high ratings to training provided, whether in person or online.

2016	
Training Sessions	123
Attendance	2,485

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
Restore State Aid - 1231007								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	1,180,225	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	1,180,225	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,180,225</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,180,225	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>REAL</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - EE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
<b>TOTAL</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>
Restore REAL Program - 1231006								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	0	0.00	1,109,250	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	1,109,250	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,109,250</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$3,109,250</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

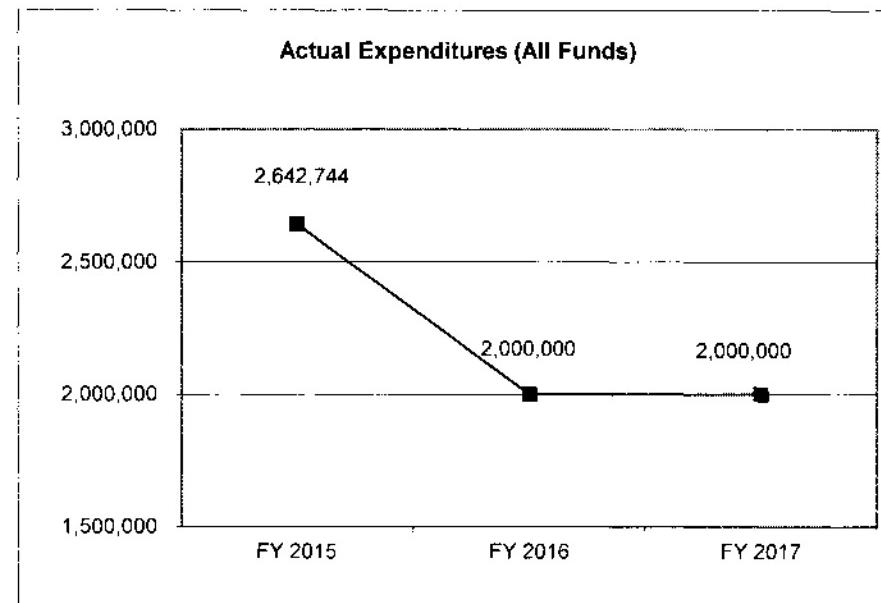
<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.130
<b>1. CORE FINANCIAL SUMMARY</b>			
<b>FY 2019 Budget Request</b>			
GR      Federal      Other      Total			
PS	0	0	0
EE	2,000,000	0	0
PSD	0	0	0
TRF	0	0	0
<b>Total</b>	<b>2,000,000</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds:			
<b>2. CORE DESCRIPTION</b>			
The REAL Program provides Internet access, peripheral items, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet. The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed telecommunications network in the State of Missouri.			
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>			
The Remote Electronic Access for Libraries (REAL) Program			
<b>FY 2019 Governor's Recommendation</b>			
GR      Fed      Other      Total			
PS	0	0	0
EE	2,000,000	0	0
PSD	0	0	0
TRF	0	0	0
<b>Total</b>	<b>2,000,000</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds:			

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.130

#### 4. FINANCIAL HISTORY

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Current Yr.
Appropriation (All Funds)	3,109,250	2,000,000	2,750,000	2,000,000
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	3,109,250	2,000,000	2,750,000	N/A
Actual Expenditures (All Funds)	2,642,744	2,000,000	2,000,000	N/A
Unexpended (All Funds)	466,506	0	750,000	N/A
Unexpended, by Fund:				
General Revenue	466,506	0	750,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

In FY15, appropriated funds were not released until April 2015. Some program activities could not be completed in time to use all appropriated funds.

In FY17, appropriated funds in the amount of \$750,000 were restricted and never released.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REAL

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>REAL</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - EE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
<b>GRAND TOTAL</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>
GENERAL REVENUE	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s):	12.130
Program Name Remote Electronic Access for Libraries Program (REAL)		
Program is found in the following core budget(s) REAL Program		
<b>1. What does this program do?</b>		
<p>The REAL Program provides Internet access, network security, training, technical support, and peripheral services for public libraries, as well as licensing of shared electronic reference resources available to Missouri's participating public libraries, K-12 schools, higher education institutions and state agencies.</p> <p>Public libraries serve as the sole source of high speed Internet access for many Missourians, especially in our rural communities. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of computer skills and access to Internet resources. Public libraries provide urban and rural low-to-moderate income families with the only widely available Internet access and electronic resources to gain the knowledge required to compete in an ever-increasing online economy. Via their local library's high speed Internet access, patrons access government forms, apply for jobs and receive essential online training courses. As schools continue to increase their use of electronic resources in their curricula, public libraries often provide the only means for students to complete research and online assignments outside school hours, particularly for those who have no Internet-enabled device or lack reliable or affordable Internet access at home.</p>		
<p>To meet the ongoing demand for Internet access to serve their local communities, the three-year average bandwidth growth across all REAL Program participating library connections is nearly 19%. The American Library Association (ALA) currently recommends connections of 100 megabits per second (Mbps) for libraries serving populations of 50,000 or less and 1 gigabit per second (Gbps) for libraries serving populations larger than 50,000. Today, no REAL participating library connection meets the ALA recommendations.</p>		
<p>The REAL Program appropriation includes funding for several types of database services including a general periodicals database, general practice tests including citizenship and college entrance exams, as well as resources for health, business, and other popular research topics. These services are heavily used by all types of libraries and are also available to state agencies. Without this program, individually most public libraries and schools would be unable to afford access to electronic information resources. Those that are able to afford access would individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, the fiscal year 2018 cost for one such statewide product license is \$657,322. If instead of a statewide license, every participating K-12 school, public library and higher education institution had to acquire its own individual license, the total combined cost to taxpayers would exceed an estimated \$10 million.</p>		
<p>The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high -speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.</p>		
<b>2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)</b>		
<p>Mo. Constitution, Article IX, Section 10 RSMo Ch. 181</p>		
<b>3. Are there federal matching requirements? If yes, please explain.</b>		
<p>No</p>		
<b>4. Is this a federally mandated program? If yes, please explain.</b>		
<p>No</p>		

### PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.130

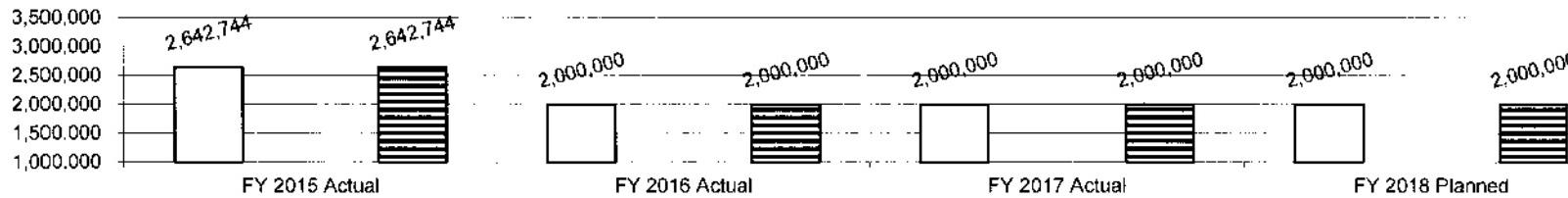
**Program Name** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s)** REAL Program

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

#### Program Expenditure History

- GR
- FEDERAL
- OTHER
- TOTAL



**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

#### Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to residents throughout the state. Not only are these services heavily used by public libraries and the people they serve, these resources are essential to K-12 and higher education libraries and classrooms and the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total.

#### Electronic Resources Usage

	FY 2014	FY 2015	FY 2016*	FY 2017	Proj FY 2018	Proj FY 2019	Proj FY 2020
General Periodical/K-12 Reference Searches	85,192,526	80,189,697	68,279,525	65,830,663	67,805,583	69,839,750	71,934,943

\*Note in FY2016 the subscription to Gale Discovering Collection was canceled due to budget constraints.

### PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):**

12.130

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

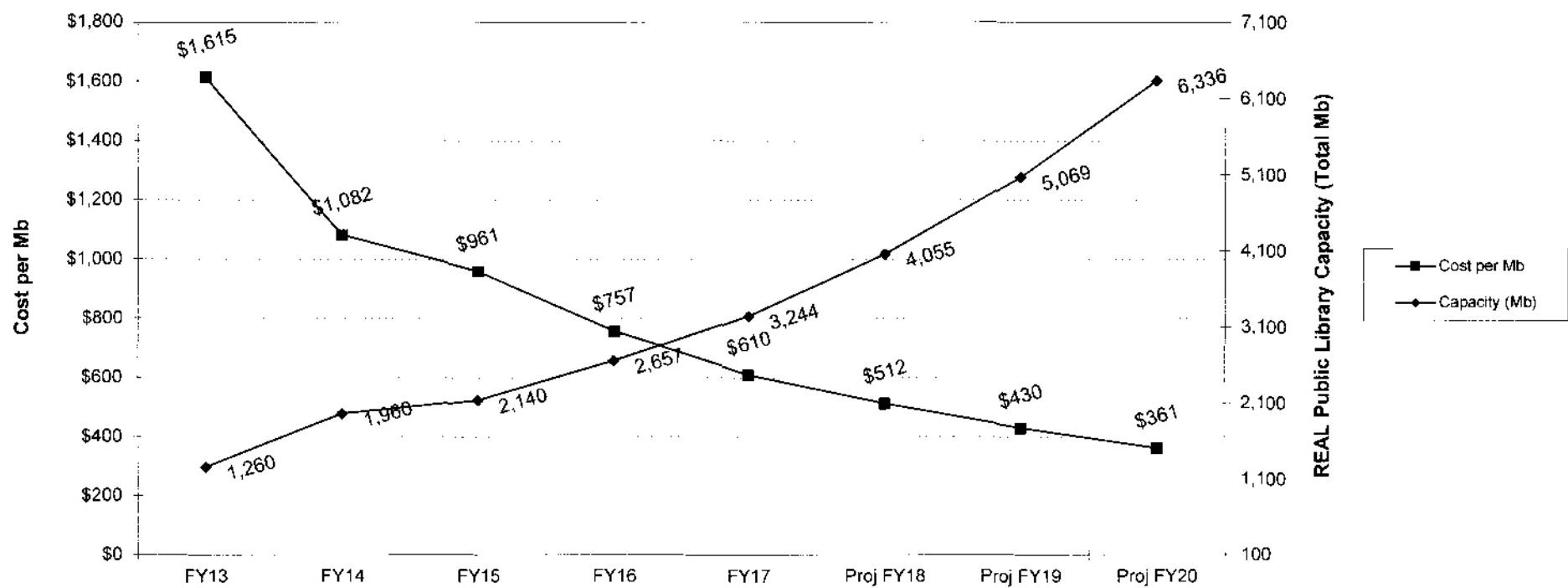
**Program is found in the following core budget(s):** REAL Program

**7b. Provide an efficiency measure.**

Demand Growth and Cost Efficiency: Capacity and Cost per Megabit (Mbps)

The demand for Internet connectivity at public libraries continues to grow. Additional workstations, wireless devices, and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher and higher.

By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the ongoing demand for increased bandwidth capacity with existing resources.



**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.130
--------------------------------------	-----------------------	--------

<b>Program Name</b> Remote Electronic Access for Libraries Program (REAL)
---

<b>Program is found in the following core budget(s)</b> REAL Program
--

<b>7c. Provide the number of clients/individuals served, if applicable.</b>
---

	FY 2014 <sup>1</sup>	FY 2015 <sup>2</sup>	FY 2016 <sup>3</sup>	FY 2017 <sup>4</sup>	Projected FY 2018	Projected FY 2019	Projected FY 2020
Number of libraries participating	132	120	119	116	118	121	123
Total eligible	146	146	148	150	150	150	150
Percent of eligible library districts	90.4%	82.2%	80.4%	77.3%	78.9%	80.5%	82.1%

<sup>1</sup> In FY14, McDonald County cancelled all services. Fisk Community Library was no longer eligible and Jackson Public Library merged with a regional system.

<sup>2</sup> In FY15, due to the REAL Program funding withhold, a total of 12 library systems cancelled services and withdrew from the REAL Program.

<sup>3</sup> In FY16, Willow Springs Public Library cancelled all services and left the REAL Program.

<sup>4</sup> In FY17, Centralia Public Library, Moniteau County Library and Scotland County Library cancelled all services and left the REAL Program.

<b>7d. Provide a customer satisfaction measure, if available.</b>
---

Participants contacting our support team for assistance receive an electronic satisfaction survey following the resolution of their issue(s). This survey asks the participant to rate performance in five areas: Staff Knowledge, Effectiveness of Solution, Timeliness of Resolution, Staff Communication, and Courteous Service. The data shown below is averaged across all public library participants, types of assistance and areas of performance. Since FY14, 98% of respondents report they are satisfied with the service received from the help desk.

	FY 2014	FY 2015	FY 2016	FY 2017	Projected FY 2018	Projected FY 2019	Projected FY 2020
Percent satisfied with help desk service	98.0%	98.0%	98.0%	97.0%	98.0%	98.0%	98.0%

## NEW DECISION ITEM

RANK: 10 OF 14**Department:** Secretary of State**Budget Unit** 23520C**Division:** Library Development**DI Name:** REAL ProgramDI#1231006**House Bill** 12.130**1. AMOUNT OF REQUEST**

	FY 2019 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1,109,250	0	0	1,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1,109,250</b>	<b>0</b>	<b>0</b>	<b>1,109,250</b>

FTE      0.00    0.00    0.00    0.00**Est. Fringe**    0    0    0    0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2019 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE      0.00    0.00    0.00    0.00**Est. Fringe**    0    0    0    0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

New Legislation  
 Federal Mandate  
 GR Pick-Up  
 Pay Plan

New Program  
 Program Expansion  
 Space Request  
 Other: Restore funding to FY15 level

Fund Switch  
 Cost to Continue  
 Equipment Replacement

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The REAL Program provides Internet access, training, technical support, and peripheral items for public libraries, as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. In FY2015, the \$3,109,250 REAL Program budget was withheld until April 2015 when it was then fully released. For FY2016, the REAL Program funding was decreased from \$3,109,250 million to \$2 million due to the state's financial situation. Public libraries serve as the sole source of high speed Internet access for many Missourians. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of knowledge of computer and Internet resources. Public libraries provide urban and rural low-to-moderate income families the only widely available internet access and electronic resources used to gain the knowledge required to compete in an increasingly online economy. As schools increase the use of electronic resources in their curricula, public libraries often provide the only means for students to complete research when school closes and when they have no computer or Internet access at home.

**NEW DECISION ITEM**RANK: 10 OF 14**Department:** Secretary of State**Budget Unit** 23520C**Division:** Library Development**DI Name:** REAL Program**DI#**1231006**House Bill** 12.130

Due to the budget withhold in FY2015 and cuts in FY2016, public libraries have become at risk in being able to address the technology needs of the communities they serve. In order to stay abreast with technology, some public libraries have had to cut hours, staff, or programming which is also detrimental to meeting the educational, cultural, workforce, personal and social development needs of Missourians, particularly patrons with difficulty using the library and underserved rural and urban areas. Growth in bandwidth for public libraries slowed from an approximate 25% annual growth to only 6% during state fiscal year 2015. The need for growth is still present, but financially the libraries cannot afford to do so without the assurances of stable funding support from the State. The American Library Association (ALA) currently recommends connections of 100 megabits per second (Mbps) for libraries serving populations of 50,000 or less and 1 gigabit per second (Gbps) for libraries serving populations larger than 50,000. Today, no REAL Program participating library meets the ALA recommendations.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, K-12 education support, and resources for health, business, and other popular research topics. These services are heavily used by all types of libraries, and are also available to state agencies.

- Funding is sought to restore full funding of databases that supports K-12 and general population needs, including resources for health and workforce development.
- Funding is sought to expand the workforce development resource to include computer skill development assistance.
- Finally, funding is sought to add a PK through Grade 3 resource. Research shows that learning to read begins at birth, and parents and caregivers are a child's first and best teacher. Children who enter school ready to meet its academic, social and emotional demands are more likely to achieve success in academics and in life. Research also shows that children through Grade 3 are learning to read and by Grade 4, they need to be reading to learn. The resource will foster early literacy skill development as well as encourage reading skill development in older children. This resource should aid in Missouri reaching the Top 10 by 20, Goal 2 set by the Missouri Department of Elementary and Secondary Education. This goal states that all Missouri children will enter kindergarten prepared to be successful in school.

The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Approximately \$350,000 would be used to restore funding in support of updating the public library technology infrastructure, including increased bandwidth and network support and management. Approximately \$400,000 would be used to restore funding to the databases that support K-12 and general population needs and \$359,250 to add a resource that supports computer skill development for adults, and a resource to support early literacy and reading skill development in children, PK-Grade 3.

## NEW DECISION ITEM

RANK: 10 OF 14

**Department:** Secretary of State      **Budget Unit:** 23520C  
**Division:** Library Development  
**DI Name:** REAL Program      **DI#:** 1231006      **House Bill:** 12.130

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

<b>Budget Object Class/Job Class</b>	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
	0						0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (BOBC 400)	1,109,250						0		
Total EE	<u>1,109,250</u>		<u>0</u>		<u>0</u>		<u>1,109,250</u>		<u>0</u>
Total PSD	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Total TRF	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
<b>Grand Total</b>	<b>1,109,250</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>1,109,250</b>	<b>0.0</b>	<b>0</b>

## NEW DECISION ITEM

RANK: 10 OF 14

Department: Secretary of State

Budget Unit 23520C

Division: Library Development

DI Name: REAL Program

DI#1231006

House Bill 12.130

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0	0	0	0	0	0	0	0	0
Total PSD	0	0	0	0	0	0	0	0	0
Total TRF	0	0	0	0	0	0	0	0	0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM							
RANK:	10	OF	14				
<b>Department:</b> Secretary of State				<b>Budget Unit</b>	23520C		
<b>Division:</b> Library Development							
<b>DI Name:</b> REAL Program	<b>DI#</b> 1231006		<b>House Bill</b>		12.130		
<b>6. PERFORMANCE MEASURES</b> (If new decision item has an associated core, separately identify projected performance with & without additional funding.)							
<b>6a.</b>	<b>Provide an effectiveness measure.</b> Growth and dependability in the public library technology infrastructure will be monitored. Usage statistics on statewide electronic resources will be tracked.						
<b>6b.</b>	<b>Provide an efficiency measure.</b> <u>Demand Growth and Cost Efficiency: Capacity and Cost per Megabit (Mbps)</u> The demand for Internet connectivity at public libraries continues to grow. Additional workstations and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher. By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed the REAL Program to meet the continuing demand for additional capacity with existing resources.						
<b>6c.</b>	<u>Online Resources: Effective Use of Funds</u> Online resources are heavily used by all types of libraries, and are also available to state agencies. A statewide purchase of online resources ensures equitable access to information resources throughout the state. If libraries, schools, and academic institutions had to purchase these resources individually, they would pay a considerably higher per capita cost making it impossible for smaller institutions to provide access to the collections. For example, one statewide product license fee was \$657,322 in FY18. If every K-12 school, public library and higher education institution acquired its own individual license, the total cost to taxpayers would have exceeded an estimated \$10 million.						
	FY 2014 <sup>1</sup>	FY 2015 <sup>2</sup>	FY 2016 <sup>3</sup>	FY 2017 <sup>4</sup>	Projected FY 2018	Projected FY 2019	Projected FY 2020
Number of libraries participating	132	120	119	116	118	121	123
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NEW DECISION ITEM																							
RANK: <u>10</u>		OF <u>14</u>																					
<b>Department:</b> Secretary of State				<b>Budget Unit</b>	<u>23520C</u>																		
<b>Division:</b> Library Development																							
<b>DI Name:</b> REAL Program	<b>DI#</b> <u>1231006</u>			<b>House Bill</b>	<u>12.130</u>																		
<p><b>6d. Provide a customer satisfaction measure, if available.</b>            All participants contacting our support team for assistance receive an electronic satisfaction survey following the resolution of their issue(s). This survey asks the participant to rate performance in five areas: Staff Knowledge, Effectiveness of Solution, Timeliness of Resolution, Staff Communication, and Courteous Service. The data shown below is averaged across all public library participants, types of assistance and areas of performance.</p> <table border="1"> <thead> <tr> <th></th> <th>FY 2014</th> <th>FY 2015</th> <th>FY 2016</th> <th>FY 2017</th> <th>Projected FY 2018</th> <th>Projected FY 2019</th> <th>Projected FY 2020</th> </tr> </thead> <tbody> <tr> <td>Percent satisfied with help desk service</td> <td>98.0%</td> <td>98.0%</td> <td>98.0%</td> <td>97.0%</td> <td>98.0%</td> <td>98.0%</td> <td>98.0%</td> </tr> </tbody> </table>									FY 2014	FY 2015	FY 2016	FY 2017	Projected FY 2018	Projected FY 2019	Projected FY 2020	Percent satisfied with help desk service	98.0%	98.0%	98.0%	97.0%	98.0%	98.0%	98.0%
	FY 2014	FY 2015	FY 2016	FY 2017	Projected FY 2018	Projected FY 2019	Projected FY 2020																
Percent satisfied with help desk service	98.0%	98.0%	98.0%	97.0%	98.0%	98.0%	98.0%																
<p><b>7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:</b></p> <ul style="list-style-type: none"> <li>• Bandwidth usage will be monitored and upgrades completed as needed to ensure capacity meets demand.</li> <li>• Public libraries that left the REAL Program in FY15 and libraries that meet the standard to be State Aid recipients and have never belonged to the REAL Program will be encouraged to become members in order to provide access to the online resources in their communities.</li> <li>• Usage of statewide online resources will be monitored.</li> </ul>																							

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REAL</b>								
Restore REAL Program - 1231006								
PROFESSIONAL SERVICES	0	0.00	0	0.00	1,109,250	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	1,109,250	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,109,250</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,109,250	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>FEDERAL AID FOR PUBLIC LIBRARIES</b>									
<b>CORE</b>									
<b>EXPENSE &amp; EQUIPMENT</b>									
SEC OF STATE-FEDERAL FUNDS	835,466	0.00		831,508	0.00	831,508	0.00	831,508	0.00
TOTAL - EE	835,466	0.00		831,508	0.00	831,508	0.00	831,508	0.00
<b>PROGRAM-SPECIFIC</b>									
SEC OF STATE-FEDERAL FUNDS	1,820,518	0.00		3,293,492	0.00	3,293,492	0.00	3,293,492	0.00
TOTAL - PD	1,820,518	0.00		3,293,492	0.00	3,293,492	0.00	3,293,492	0.00
<b>TOTAL</b>	<b>2,655,984</b>	<b>0.00</b>		<b>4,125,000</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,655,984</b>	<b>0.00</b>		<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

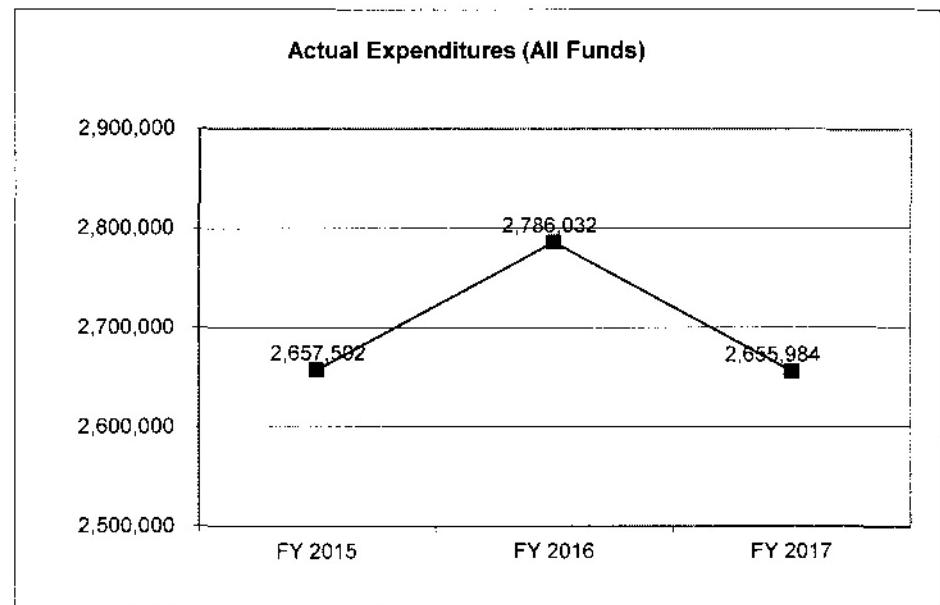
<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C	
<b>Division</b>	Library Services			
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.135	
<b>1. CORE FINANCIAL SUMMARY</b>				
<b>FY 2019 Budget Request</b>				
	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	831,508	0	831,508
PSD	0	3,293,492	0	3,293,492
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>
<b>FY 2019 Governor's Recommendation</b>				
	<b>GR</b>	<b>Fed</b>	<b>Other</b>	<b>Total</b>
PS	0	0	0	0
EE	0	831,508	0	831,508
PSD	0	3,293,492	0	3,293,492
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				
Other Funds:				
<b>2. CORE DESCRIPTION</b>				
The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.				
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>				
Federal Aid for Public Libraries				

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.135

**4. FINANCIAL HISTORY**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	4,125,000	4,125,000	4,125,000	4,125,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,125,000	4,125,000	4,125,000	N/A
Actual Expenditures (All Funds)	2,657,502	2,786,032	2,655,984	N/A
Unexpended (All Funds)	<u>1,467,498</u>	<u>1,338,968</u>	<u>1,469,016</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	1,467,498	1,338,968	1,469,016	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

LSTA funds may be spent over a two-year period. Sufficient appropriation authority is needed to allow for fund management during periods when funds are encumbered from two grant allocations.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRARIES**

### **5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	831,508	0	831,508	
	PD	0.00	0	3,293,492	0	3,293,492	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL AID FOR PUBLIC LIBRARIES</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	389	0.00	12,000	0.00	12,000	0.00	12,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	11,054	0.00	38,000	0.00	38,000	0.00	38,000	0.00
PROFESSIONAL DEVELOPMENT	25	0.00	45,000	0.00	45,000	0.00	45,000	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	763,320	0.00	724,299	0.00	724,299	0.00	724,299	0.00
M&R SERVICES	60,678	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,201	0.00	1,201	0.00	1,201	0.00
MISCELLANEOUS EXPENSES	0	0.00	10,000	0.00	10,000	0.00	10,000	0.00
<b>TOTAL - EE</b>	<b>835,466</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,820,518	0.00	3,293,491	0.00	3,293,491	0.00	3,293,491	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>1,820,518</b>	<b>0.00</b>	<b>3,293,492</b>	<b>0.00</b>	<b>3,293,492</b>	<b>0.00</b>	<b>3,293,492</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,655,984</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$2,655,984	0.00	\$4,125,000	0.00	\$4,125,000	0.00	\$4,125,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION		
Department Secretary of State	HB Section(s):	12.135
Program Name Library Services		
Program is found in the following core budget(s) Federal Aid for Public Libraries		
<b>1. What does this program do?</b>		
<p>The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages, including targeted populations. The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal evaluation of the 2013-2017 State Five Year Plan, approved by the Institute for Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2018-2022. This Plan is currently under review by IMLS</p>		
<p>To implement the 2018-2022 Five Year Plan, the Missouri State Library developed programs to:</p> <ol style="list-style-type: none"> <li>1. Build and sustain information resources</li> <li>2. Target library and information services</li> <li>3. Strengthen the library workforce</li> </ol>		
<b>2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)</b>		
Library Services and Technology Act; Public Law 104-208 as amended.		
<b>3. Are there federal matching requirements? If yes, please explain.</b>		
Yes, states must provide a 34% match in general revenue funding. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.		
<b>4. Is this a federally mandated program? If yes, please explain.</b>		
All states receive funds under The Museum and Library Services Act of 2010. Funds are calculated by formula under the law and awarded to the states through the IMLS Grants to States Program.		

## PROGRAM DESCRIPTION

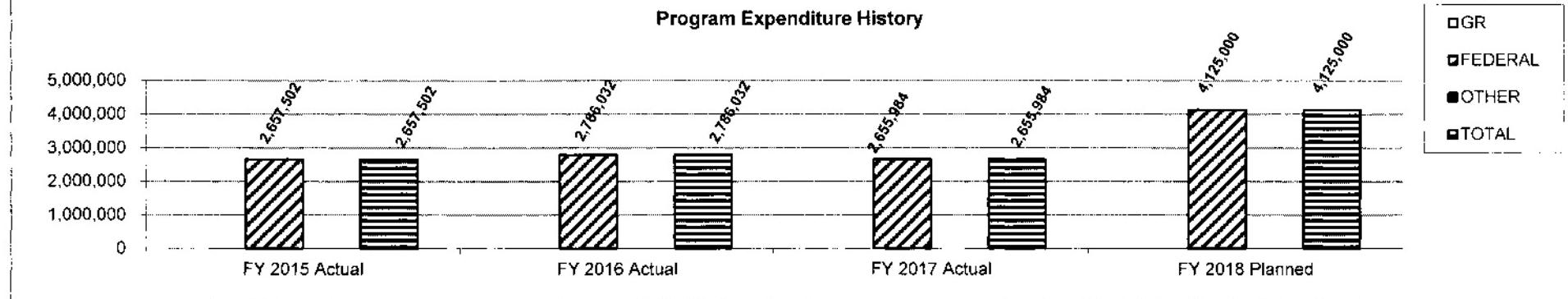
**Department** Secretary of State                           **HB Section(s):** 12.135

**Program Name** Library Services

**Program is found in the following core budget(s)** Federal Aid for Public Libraries

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

**Program Expenditure History**



**6. What are the sources of the "Other" funds?**

**7a. Provide an effectiveness measure.**

All grant applications require detailed evaluation plans. For state FY17, 155 of 160 grant applications were awarded LSTA funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology, or programs to reach populations with difficulty using libraries due to transportation or other barriers.

**7b. Provide an efficiency measure.**

The independent evaluator of Missouri's LSTA FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

### PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):**

12.135

**Program Name** Library Services

**Program is found in the following core budget(s)** Federal Aid for Public Libraries

**7c. Provide the number of clients/individuals served, if applicable.**

Number and grant award amounts of local library

	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Local Library Project Grants	156	207	185	155
Amount Awarded	\$1,619,121	\$1,622,622	\$1,784,676	\$1,492,681

In FY2014, the Missouri State Library launched an early literacy initiative to train library staffs in improving and expanding early literacy services to help Missouri's children be ready to read and to learn when they start school.

	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Participating public libraries	47	99	110	220
Library Service Population	4,389,240	4,893,461	5,142,957	5,142,957
Libraries Receiving Grants Since Program Start	27	84	89	90

**7d. Provide a customer satisfaction measure, if available.**

Library staff give consistently high ratings to training provided, whether in person or online.

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Training sessions**	191	216	123
Attendance	2,495	2,610	2,485

Surveys results from the annual continuing education survey show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.

\*\*Please note an online continuing education service that offered many topics but had relatively low use was discontinued in FY2017.

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
LIBRARY NETWORKING FUND	1,429	0.00	25,001	0.00	25,001	0.00	25,001	0.00
TOTAL - EE	1,429	0.00	25,001	0.00	25,001	0.00	25,001	0.00
<b>PROGRAM-SPECIFIC</b>								
LIBRARY NETWORKING FUND	784,159	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00
TOTAL - PD	784,159	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00
<b>TOTAL</b>	<b>785,588</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>
Library Network Fund Increase - 1231005								
<b>PROGRAM-SPECIFIC</b>								
LIBRARY NETWORKING FUND	0	0.00	0	0.00	3,050,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	3,050,000	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>3,050,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$785,588</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$4,160,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

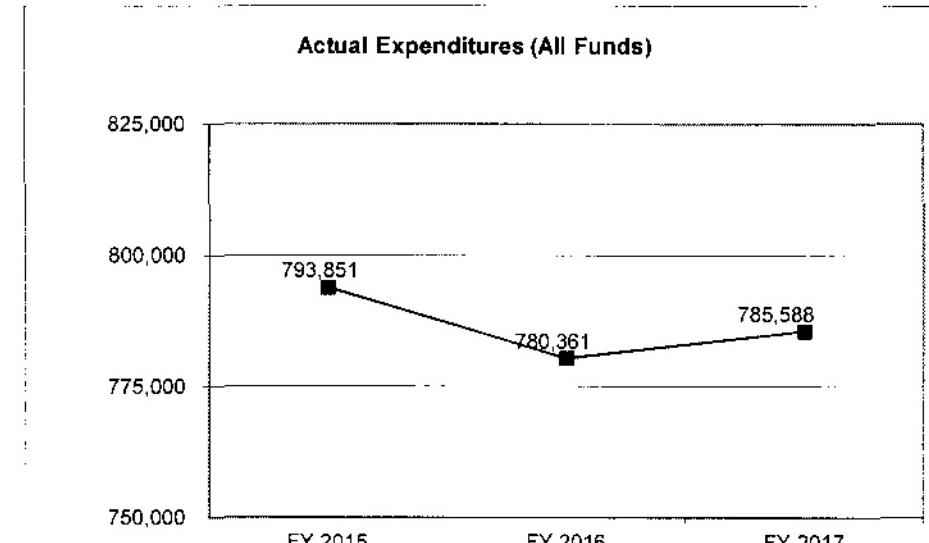
<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services	<b>HB Section</b>	12.140
<b>Core</b>	Library Networking Fund		
<b>1. CORE FINANCIAL SUMMARY</b>			
<b>FY 2019 Budget Request</b>			
	<b>GR</b>	<b>Federal</b>	<b>Other</b>
PS	0	0	0
EE	0	0	25,001
PSD	0	0	1,084,999
TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds: Library Networking Fund (0822)			
<b>FY 2019 Governor's Recommendation</b>			
	<b>GR</b>	<b>Fed</b>	<b>Other</b>
PS	0	0	0
EE	0	0	25,001
PSD	0	0	1,084,999
TRF	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.			
Other Funds: Library Networking Fund (0822)			
<b>2. CORE DESCRIPTION</b>			
Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.			
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>			
Library Networking Fund			

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund	<b>HB Section</b>	12.140

#### 4. FINANCIAL HISTORY

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	900,000	900,000	1,110,000	1,110,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	900,000	900,000	1,110,000	N/A
Actual Expenditures (All Funds)	793,851	780,361	785,588	N/A
Unexpended (All Funds)	106,149	119,639	324,412	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	106,149	119,639	324,412	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

New Decision Item Requests are completed each fiscal year for 10% of estimated A & E tax collections, for both the Library Networking Fund and the Transfer into the Library Networking Fund. Payments are made to assist public libraries to the extent of the appropriated amount and accrued interest.

## CORE RECONCILIATION DETAIL

**SECRETARY OF STATE  
LIBRARY NETWORKING FUND**

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### 5. CORE RECONCILIATION DETAIL

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	

**DECISION ITEM DETAIL**

Budget Unit Decision Item Budget Object Class	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
TRAVEL, OUT-OF-STATE	1,429	0.00	1,500	0.00	1,500	0.00	1,500	0.00
SUPPLIES	0	0.00	1,501	0.00	1,501	0.00	1,501	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMMUNICATION SERV & SUPP	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROFESSIONAL SERVICES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
M&R SERVICES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMPUTER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MOTORIZED EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MISCELLANEOUS EXPENSES	0	0.00	5,500	0.00	5,500	0.00	5,500	0.00
<b>TOTAL - EE</b>	<b>1,429</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	784,159	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00
<b>TOTAL - PD</b>	<b>784,159</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$785,588</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$785,588	0.00	\$1,110,000	0.00	\$1,110,000	0.00	\$1,110,000	0.00

**PROGRAM DESCRIPTION**

<b>Department</b> Secretary of State	<b>HB Section(s):</b>	12.140
<b>Program Name</b> Library Networking Fund		
<b>Program is found in the following core budget(s)</b> Library Networking Fund		

**1. What does this program do?**

This program provides funds to Missouri public libraries for books in any format, audio, video, and other information resources to meet citizens' needs for learning and authoritative information. In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning, whether or not they can afford to purchase them. Reading aloud to young children has been found to be a major factor in school readiness and later reading achievement. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athlete income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions, grants and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift or grant. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

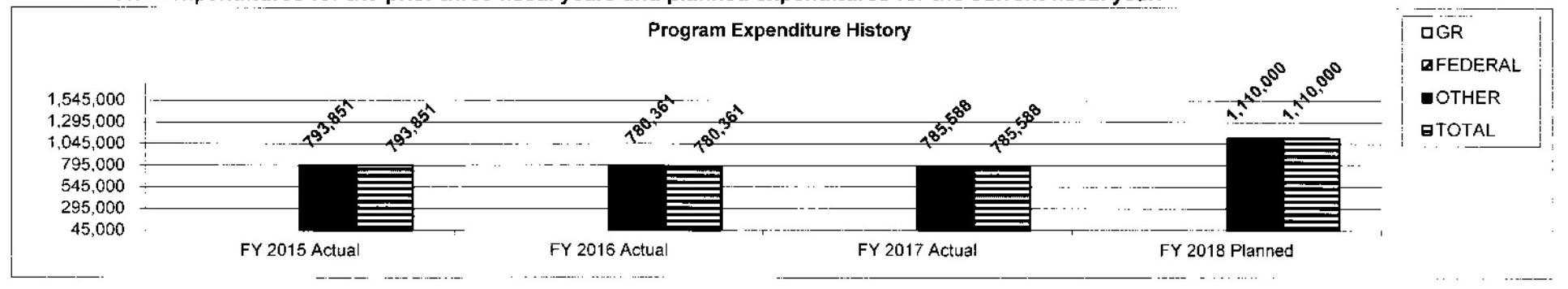
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



PROGRAM DESCRIPTION			
Department Secretary of State	HB Section(s):	12.140	
Program Name Library Networking Fund			
Program is found in the following core budget(s) Library Networking Fund			
<b>6. What are the sources of the "Other" funds?</b>			
Library Networking Fund (0822)			
<b>7a. Provide an effectiveness measure.</b>			
Total materials circulated, per statistical report	2014 55,722,391	2015 54,825,928	2016 57,649,456
Materials circulated per person	10.18	10.01	10.53
<b>7b. Provide an efficiency measure.</b>			
Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.			
<b>7c. Provide the number of clients/individuals served, if applicable.</b>			
Eligible library districts, per FY	2014 166	2015 166	2016 166
Population of library districts	5,476,144	5,476,144	5,476,272
<b>7d. Provide a customer satisfaction measure, if available.</b>			
Individual libraries survey their users on satisfaction with services provided.			

## DECISION ITEM SUMMARY

Budget Unit	FY 2017 Decision Item Budget Object Summary Fund	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>LIBRARY NETWORKING-TRANSFER</b>									
CORE									
FUND TRANSFERS									
GENERAL REVENUE									
TOTAL - TRF	772,850	0.00		800,000	0.00	800,000	0.00	800,000	0.00
TOTAL	772,850	0.00		800,000	0.00	800,000	0.00	800,000	0.00
Library Network Fund Transfer - 1231004									
FUND TRANSFERS									
GENERAL REVENUE									
TOTAL - TRF	0	0.00		0	0.00	3,260,000	0.00	0	0.00
TOTAL	0	0.00		0	0.00	3,260,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$772,850</b>	<b>0.00</b>		<b>\$800,000</b>	<b>0.00</b>	<b>\$4,060,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>

**CORE DECISION ITEM**

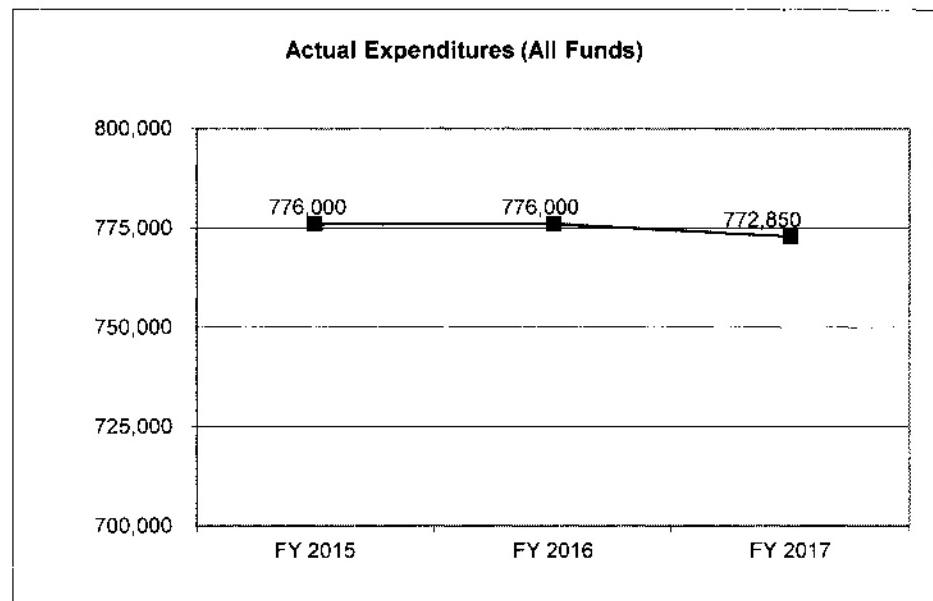
<b>Department</b>	Secretary of State			<b>Budget Unit</b>	23728C																																																														
<b>Division</b>	Library Services																																																																		
<b>Core</b>	Library Networking Fund Transfer			<b>HB Section</b>	12.145																																																														
<b>1. CORE FINANCIAL SUMMARY</b>																																																																			
<b>FY 2019 Budget Request</b> <table> <thead> <tr> <th></th> <th>GR</th> <th>Federal</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>TRF</td> <td>800,000</td> <td>0</td> <td>0</td> <td>800,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>800,000</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>800,000</b></td> </tr> </tbody> </table>								GR	Federal	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	0	0	0	0	TRF	800,000	0	0	800,000	<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	<b>FY 2019 Governor's Recommendation</b> <table> <thead> <tr> <th></th> <th>GR</th> <th>Fed</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>EE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PSD</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>TRF</td> <td>800,000</td> <td>0</td> <td>0</td> <td>800,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>800,000</b></td> <td><b>0</b></td> <td><b>0</b></td> <td><b>800,000</b></td> </tr> </tbody> </table>					GR	Fed	Other	Total	PS	0	0	0	0	EE	0	0	0	0	PSD	0	0	0	0	TRF	800,000	0	0	800,000	<b>Total</b>	<b>800,000</b>
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<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>																																																															
	GR	Fed	Other	Total																																																															
PS	0	0	0	0																																																															
EE	0	0	0	0																																																															
PSD	0	0	0	0																																																															
TRF	800,000	0	0	800,000																																																															
<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>																																																															
FTE      0.00      0.00      0.00      0.00				FTE      0.00      0.00      0.00      0.00																																																															
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0																																																											
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.																																																															
Other Funds:				Other Funds:																																																															
<b>2. CORE DESCRIPTION</b>																																																																			
Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.																																																																			
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>																																																																			
Library Networking Fund																																																																			

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23728C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund Transfer	<b>HB Section</b>	12.145

**4. FINANCIAL HISTORY**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Current Yr.</b>
Appropriation (All Funds)	800,000	800,000	1,010,000	800,000
Less Reverted (All Funds)	(24,000)	(24,000)	(27,150)	(24,000)
Less Restricted (All Funds)	0	0	(210,000)	0
Budget Authority (All Funds)	776,000	776,000	982,850	N/A
Actual Expenditures (All Funds)	776,000	776,000	772,850	N/A
Unexpended (All Funds)	0	0	210,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	210,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

New Decision requests for 10% of estimated A & E tax collections were made in FY15, FY16, FY17 and FY18. In FY15 and FY16, \$800,00 was appropriated and \$776,000 distributed to public libraries with \$24,000 held as 3 percent reserve. In FY17, \$1,010,000 was appropriated, \$27,150 was held as 3 percent reserve, and \$210,000 was restricted. In FY18 \$800,000 was appropriated. At the time of the printing, \$24,000 (3 percent) was held as a reserve.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING-TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
<b>CORE</b>								
TRANSFERS OUT	772,850	0.00	800,000	0.00	800,000	0.00	800,000	0.00
<b>TOTAL - TRF</b>	<b>772,850</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$772,850</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>
GENERAL REVENUE	\$772,850	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.145

**Program Name** Library Networking Fund Transfer

**Program is found in the following core budget(s)** Library Networking Fund Transfer

**1. What does this program do?**

State statute (143.183 RSMo) requires the transfer of ten percent of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials, adding to the funding used to meet Missourians' need for accurate and reliable information from libraries. In addition to this transfer, monies received from gifts, contributions, grants or bequests from federal, private or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

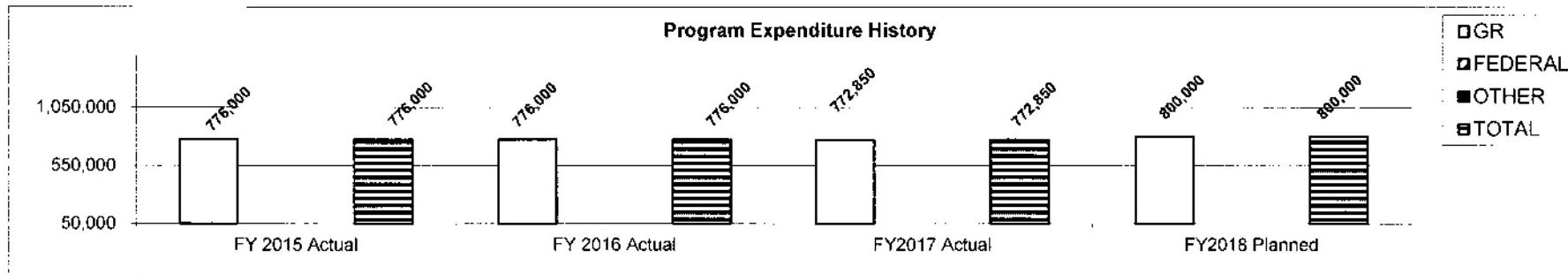
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

### PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.145

**Program Name** Library Networking Fund Transfer

**Program is found in the following core budget(s)** Library Networking Fund Transfer

**7a. Provide an effectiveness measure.**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Total materials circulated, per statistical report	55,722,391	54,825,928	57,649,456
Materials circulated per person	10.18	10.01	10.53

**7b. Provide an efficiency measure.**

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.

**7c. Provide the number of clients/individuals served, if applicable.**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Eligible library districts	166	166	166
Population	5,476,144	5,476,144	5,476,272

**7d. Provide a customer satisfaction measure, if available.**

Individual libraries survey their users on satisfaction with services provided.

## NEW DECISION ITEM

RANK: 9 OF 14

Department: Secretary of State	Budget Unit	23727C		
Division: Library Development				
DI Name: Library Networking Fund Increase	DI#1231005	HB Section	12.140	
<b>1. AMOUNT OF REQUEST</b>				
<b>FY 2019 Budget Request</b>				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	3,050,000	3,050,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3,050,000</b>	<b>3,050,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				
Other Funds: Library Networking (0822)				
<b>2. THIS REQUEST CAN BE CATEGORIZED AS:</b>				
New Legislation	New Program	Fund Switch		
Federal Mandate	Program Expansion	Cost to Continue		
GR Pick-Up	Space Request	Equipment Replacement		
Pay Plan	X Other: Restoration of Statutory Program			
<b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b>				
State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials . These materials support children learning to read as well as adults taking classes and learning new skills.				
In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant.				
The increase requested is due to the increase in FY19 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.				

## NEW DECISION ITEM

RANK: 9 OF 14

Department: Secretary of State	Budget Unit	<u>23727C</u>
Division: Library Development		
DI Name: Library Networking Fund Increase	DI#1231005	HB Section <u>12.140</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Department of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is based on the FY19 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers as reported by the Office of Administration. The FY18 appropriation \$1,110,000. The estimated revenues for FY19 are \$40.6 million. 10% of that is \$4,060,000. The transfer amount should be \$4,060,000; however, the fund keeps an extra \$100,000 in appropriation authority for the possibility of grants, contributions, or bequests. The request is for the difference.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
Total EE	0		0		0		0		0
Program Distributions (BOBC 800)					3,050,000		3,050,000		
Total PSD	0		0		3,050,000		3,050,000		0
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	3,050,000	0.0	3,050,000	0.0	0

## NEW DECISION ITEM

RANK: 9 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23727C</u>								
<b>Division:</b> Library Development									
<b>DI Name:</b> Library Networking Fund Increase	<b>DI#</b> <u>1231005</u>			<b>HB Section</b> <u>12.140</u>					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0	0	0	0	0	0	0	0	0
Total PSD	0	0	0	0	0	0	0	0	0
Total TRF	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>

**NEW DECISION ITEM**RANK: 9 OF 14

Department: Secretary of State	Budget Unit	23727C
Division: Library Development		
DI Name: Library Networking Fund Increase	DI#1231005	HB Section 12.140

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)****6a. Provide an effectiveness measure.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2016, 157,366 children and 25,484 teens participated in summer reading programs through their public libraries.

**6b. Provide an efficiency measure.**

	2014	2015	2016
Missouri Library Cardholders	3,289,275	3,321,104	3,272,652
Materials Borrowed from Libraries	55,722,391	54,825,928	57,649,456

**6c. Provide the number of clients/individuals served, if applicable.**

5,476,272 residents of Missouri's 166 library districts.

**6d. Provide a customer satisfaction measure, if available.****7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

**DECISION ITEM DETAIL**

Budget Unit	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2019	FY 2019	FY 2019
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING FUND</b>								
Library Network Fund Increase - 1231005								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	3,050,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	3,050,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,050,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$3,050,000	0.00		0.00

## NEW DECISION ITEM

RANK: 8 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b>	23728C																																																																
<b>Division:</b> Library Development	<b>HB Section</b>	12.145																																																																
<b>DI Name:</b> Library Networking Fund Transfer Increase      DI# 1231004																																																																		
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FY 2019 Budget Request				FY 2019 Governor's Recommendation																																																														
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## NEW DECISION ITEM

RANK: 8 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b>	23728C							
<b>Division:</b> Library Development									
<b>DI Name:</b> Library Networking Fund Transfer Increase	<b>DI#</b> 1231004	<b>HB Section</b>	12.145						
<b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b>									
<p>Each year the Department of Revenue (DOR) is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresidents out-of-state athletes and entertainers. The FY18 appropriation is \$800,000. DOR has estimated FY19 revenues to be \$40.6 million; therefore, the amount that should be transferred is \$4,060,000 (10% of the receipts). The new decision item is the difference between the core and the amount that needs to be transferred.</p>									
<b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b>									
<b>Budget Object Class/Job Class</b>	<b>Dept Req GR DOLLARS</b>	<b>Dept Req GR FTE</b>	<b>Dept Req FED DOLLARS</b>	<b>Dept Req FED FTE</b>	<b>Dept Req OTHER DOLLARS</b>	<b>Dept Req OTHER FTE</b>	<b>Dept Req TOTAL DOLLARS</b>	<b>Dept Req TOTAL FTE</b>	<b>Dept Req One-Time DOLLARS</b>
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0	
Total EE	0	0	0	0	0	0	0	0	0
Total PSD	0	0	0	0	0	0	0	0	0
Transfers (BOBC 820)	3,260,000				0		3,260,000		
Total TRF	<u>3,260,000</u>		0		0		<u>3,260,000</u>		0
<b>Grand Total</b>	<b>3,260,000</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>3,260,000</b>	<b>0.0</b>	<b>0</b>

## NEW DECISION ITEM

RANK: 8 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b>		23728C						
<b>Division:</b> Library Development									
<b>DI Name:</b> Library Networking Fund Transfer Increase	<b>DI#</b> 1231004		<b>HB Section</b>		12.145				
<b>Budget Object Class/Job Class</b>	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0	0.0	
							0	0.0	
							0	0.0	
Total EE	0		0		0		0		0
							0	0.0	
							0	0.0	
Total PSD	0		0		0		0		0
							0	0.0	
							0	0.0	
Total TRF	0		0		0		0		0
							0	0.0	
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>

**NEW DECISION ITEM**RANK: 8 OF 14

<b>Department:</b> Secretary of State	<b>Budget Unit</b>	23728C
<b>Division:</b> Library Development		
<b>DI Name:</b> Library Networking Fund Transfer Increase	<b>DI#</b> 1231004	<b>HB Section</b>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)****6a. Provide an effectiveness measure.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2016, 157,366 children and 25,484 teens participated in summer reading programs through their public libraries.

**6b. Provide an efficiency measure.**

	2014	2015	2016
<b>Missouri Library Cardholders</b>	3,289,275	3,321,104	3,272,652
<b>Materials Borrowed from Libraries</b>	55,722,391	54,825,928	57,649,456

**6c. Provide the number of clients/individuals served, if applicable.**

5,476,272 residents in Missouri's 166 library districts.

**6d. Provide a customer satisfaction measure, if available.****7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

**DECISION ITEM DETAIL**

Budget Unit	FY 2017 ACTUAL DOLLAR	FY 2017 ACTUAL FTE	FY 2018 BUDGET DOLLAR	FY 2018 BUDGET FTE	FY 2019 DEPT REQ DOLLAR	FY 2019 DEPT REQ FTE	FY 2019 GOV REC DOLLAR	FY 2019 GOV REC FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
Library Network Fund Transfer - 1231004								
TRANSFERS OUT	0	0.00	0	0.00	3,260,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	3,260,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,260,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$3,260,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

**Supplemental**

## DECISION ITEM SUMMARY

Budget Unit Decision Item Budget Object Summary Fund	SUPPL DEPT REQUEST DOLLAR	SUPPL DEPT REQUEST FTE	SUPPL GOV RECOMMENDED DOLLAR	SUPPL GOV RECOMMENDED FTE	SUPPL GOV REL RESERVE DOLLAR	SUPPL GOV REL RESERVE FTE	SUPPL MONTHS FOR	SUPPL POSITION
<b>HOUSE BILL 14</b>								
Special Election Costs - 2231001								
PROGRAM-SPECIFIC								
STATE ELECTIONS SUBSIDY	300,000	0.00	300,000	0.00	0	0.00	0	0.00
TOTAL - PD	300,000	0.00	300,000	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>300,000</b>	<b>0.00</b>	<b>300,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$300,000</b>	<b>0.00</b>	<b>\$300,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

**SUPPLEMENTAL NEW DECISION ITEM**

**Department Name** Secretary of State

**House Bill Section** 14.270

**Division Name** Elections

**DI Name** Special Election Costs

DI# 2231001

Original FY 2018 House Bill Section, if applicable 12.065

**1. AMOUNT OF REQUEST**

**FY 2018 Supplemental Budget Request**

	GR	Federal	Other	Total	E
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	300,000	300,000	E
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>E</b>

**FY 2018 Supplemental Governor's Recommendation**

	GR	Federal	Other	Total	E
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	300,000	300,000	E
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>E</b>

FTE 0.00 0.00 0.00 0.00

FTE 0.00 0.00 0.00 0.00

POSITIONS 0 0 0 0

POSITIONS 0 0 0 0

NUMBER OF MONTHS POSITIONS ARE NEEDED: \_\_\_\_\_

NUMBER OF MONTHS POSITIONS ARE NEEDED: \_\_\_\_\_

**Est. Fringe** 0 0 0 0

**Est. Fringe** 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

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Other Funds: State Election Subsidy Fund

Other Funds: State Election Subsidy Fund

**2. WHY IS THIS SUPPLEMENTAL FUNDING NEEDED? INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

On August 8th, two General Assembly special elections were held - House District 50 and Senate District 28. Three General Assembly special elections were held November 7th - House Districts 23 and 151, and Senate District 8. Subsection 115.063.2, RSMo, provides that the state shall pay all special election costs involving a statewide candidate or statewide issue and all special election costs involving General Assembly candidates, except that if a political subdivision or special district holds an election on the same day, the costs shall be shared proportionately by the state and the political subdivisions and special districts.

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department Name</b> Secretary of State	<b>House Bill Section</b> 14.270
<b>Division Name</b> Elections	
<b>DI Name</b> Special Election Costs <b>DI#</b> 2231001	<b>Original FY 2018 House Bill Section, if applicable</b> 12.065

**3. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAPP fiscal note? If not, explain why.)**

To complete the reimbursement of local election authorities (LEAs) for the special elections already held and allow for potential additional special elections, the SOS is requesting that a total of \$700,000 be made available for FY 2018. The current special election costs appropriation is \$400,000. This request includes an "E" due to the uncertainty of the costs or the number of special elections that will be held before June 30, 2018. As of 11/15/2017, there are four vacant state representative offices for which special elections have not been held. As of 11/15/2017, the Secretary of State (SOS) had spent \$308,807 for special election costs, as summarized below. The SOS reimburses LEAs in advance of special elections based on estimates provided by the LEAs. The SOS and the LEAs settle up obligations afterward through additional reimbursements or refunds as needed.

Senate District 28 (payments complete)	Legislative District 50 (payments complete)	Senate District 8 (prorated estimate paid)	Legislative District 23 (prorated estimate paid)	Legislative District 151 (prorated estimate paid)
\$ 132,390.74	\$ 39,627.20	\$ 114,649.76	\$ 12,817.95	\$ 9,321.53

**4. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	E
Program Distributions					300,000		300,000		
Total PSD	0		0		300,000		300,000		E
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>300,000</b>	<b>0.0</b>	<b>300,000</b>	<b>0.0</b>	
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	E
Program Distributions					300,000		300,000		
Total PSD	0		0		300,000		300,000		E
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>300,000</b>	<b>0.0</b>	<b>300,000</b>	<b>0.0</b>	

### DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT REQUEST DOLLAR	SUPPL DEPT REQUEST FTE	SUPPL GOV RECOMMENDED DOLLAR	SUPPL GOV RECOMMENDED FTE	SUPPL GOV REL RESERVE DOLLAR	SUPPL GOV REL RESERVE FTE	SUPPL MONTHS FOR	SUPPL POSITION
<b>HOUSE BILL 14</b>								
Special Election Costs - 2231001								
PROGRAM DISTRIBUTIONS	300,000	0.00	300,000	0.00	0	0.00	0	0.00
TOTAL - PD	300,000	0.00	300,000	0.00	0	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$300,000</b>	<b>0.00</b>	<b>\$300,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$300,000	0.00	\$300,000	0.00	\$0	0.00		0.00